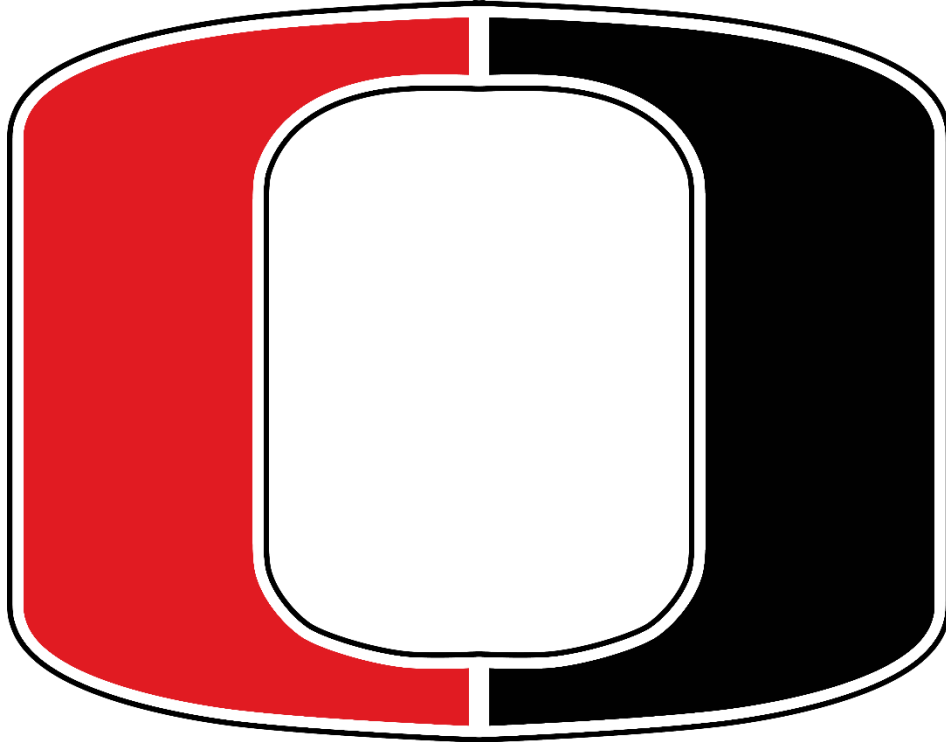


**Odessa R-VII  
School District**



**High School  
Student Parent Handbook**

**713 S. 3rd Street  
Odessa, Missouri 64076**

816-633-5316

**Adopted by the Board of Education: July 1, 2026**

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### Mission and Vision C-110-S

In partnership with its parents and communities, the mission of the Odessa R-VII School District is: to educate and empower all students in a safe, diverse, and innovative learning environment.

### ODESSA HIGH SCHOOL VISION STATEMENT

In Pursuit of Excellence...

The Odessa R-VII High School is committed to quality education and is dedicated to guiding students to their highest potential. In our pursuit of excellence, the school has collectively developed a vision statement to help transform its ideals into reality. By creating this blueprint document, we set in motion the development of criteria for setting standards and a focus for improvement efforts, as well as benchmarks by which we will evaluate our progress along the way.

### **STUDENTS**

The conduct, character, and achievement of students are the baseline of evaluating excellence in education. At Odessa High School, students:

Value education, set challenging goals, and make learning a top priority.

Work with, serve, and teach others in their school and community.

Think critically and creatively to solve problems.

Direct and accept responsibility for their learning.

### **LEADERSHIP**

Building the bridge between the present and the future requires effective leaders. Odessa High School recruits, employs, and retains leaders who:

Demonstrate a daily commitment to the OHS vision and values by establishing priorities and focusing on school improvement.

Model the importance of lifelong learning with personal and collaborative professional development to improve student achievement.

Hold high expectations for students.

Work together to create conditions that empower students and promote and celebrate success.

Cultivate supportive relationships among students, staff, and community partners to ensure no student falls through the cracks.

## **PARTNERSHIPS**

Effective partnerships and communication among the school, community, parents and business/educational agencies are crucial to school improvement. Odessa High School's partnerships:

Unite to strengthen schools.

Communicate needs and share resources.

Encourage parent involvement in student achievement and emphasize the importance of the home/school/community/service connection.

Reinforce the relevance of academic and co-curricular programs and help provide appropriate links between the school and the workplace.

## **CURRICULUM**

An excellent curriculum provides students with the tools for creating the future. Building a balanced curriculum requires learning tasks that mirror real-world problems in the home and in the workplaces of today and tomorrow. The academic coursework and co-curricular activities at OHS:

Implement the state and district commitment to continuous data-driven/results-oriented improvement.

Capture the interests of each student and cultivate student diversity.

Require active, rigorous, and relevant work that integrates essential life skills and supports the ever-changing use of technology.

## **CLIMATE**

To create a sense of community in a school that seeks an essential, vital way of life, the climate must foster certain fundamental human needs. School climate embraces a united school family where students feel valued and can excel in a safe, challenging, aesthetically pleasing environment. The climate at OHS is one that:

Governs itself on fundamental principles and clear guidelines for behavior.

Promotes belonging, tolerance, respect, and good citizenship.

Honors students and staff, bringing the school community closer together.

## School Board Members G-100-S

Cole Shippy, President

Kelsey Legate, Vice President

Adam Bradley, Director

Henry Grubb, Director

Brady Madsen, Director

, Director

Scott Young, Director

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

## School Building Information and Contact Information

ODESSA HIGH SCHOOL

713 S. Third Street, Odessa, MO 64076

office 816-633-5533 fax: 816-633-7506 attendance: 816-633-8367

Principal - Mr. Robbie Shepherd

Assistant Principal - Kaitlyn Grace

Athletic Director - Mrs. Sherri Bagshaw

Secretary/District Sub Coordinator - Michelle Barker

Secretary - Lisa Dowell

Attendance Secretary

Guidance Secretary/Registrar - Lorrie Sanders

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

## COMMUNICATION WITH SCHOOL

In order to meet the needs of our students, it is necessary that the lines of communication between home and school are open and frequent. At the school, we will try to meet this need through our reporting procedures and formal parent-teacher communication. It is of equal importance that parents keep teachers informed of any developments that might influence the student's performance at school. If you have any questions, please contact us by telephone (816) 633-5533, or visit our website [www.odessar7.net](http://www.odessar7.net)

## Helpful Contact Information

R-VII Central Administrative Office	(816) 633-5316
District Website	<a href="http://www.odessar7.net">www.odessar7.net</a>
OHS Principal's Office	(816) 633-5533
OHS Attendance Line	(816) 633-8367
OHS Fax Line	(816) 633-7506
OHS Vocational Arts Building	(816) 633-4457
ACE Alternative School	(816) 633-4421
Ecco Ride (Transportation Provider)	(816) 230-0080
Jostens (Class Rings, Graduation Items)	(800) 542-3128
Lex-La-Ray Technical Center	(660) 259-2264
Opaa Foods (Foodservice Provider)	(816) 633-7818
Special Education Administration	(816) 633-1599

## Superintendent Information

Dr. Jon Oetinger  
701 S. Third Street  
Odessa, MO 64076  
PH: 816-633-5316

Welcome Letter

Dear Odessa High School Parent / Guardian,

Welcome to the school year. Our team of teachers, support staff, and administration are excited to get this year started with your student and we look forward to partnering with you throughout the school year as we go through this education journey.

The following handbook contains policies and procedures for Odessa High School. It also provides information about the facility and the many school activities that take place during the year.

Our main goal is for our students to have a safe and successful school year. We know that the high school years are among the most important years in developing lifelong learners and productive citizens in our community. At OHS, we are committed to providing a quality education that allows your student to achieve at their highest potential.

Sincerely,

Robbie Shepherd

Principal

Odessa High School

## Academic Calendar I-100-S

# Odessa R-VII School District

## 2026-2027

July						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
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30	31					

September						
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27	28	29	30			

October						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Building Times**

OHS 7:35 - 2:45    Early Release 7:35 - 12:00  
 OUE 7:45 - 2:55    Early Release 7:45 - 12:10  
 OMS 7:55 - 3:05    Early Release 7:55 - 12:20  
 McQ 8:00 - 3:10    Early Release 8:00 - 12:25

**Schedule of Events**

August 12    New Teacher Orientation  
 August 18-25    Professional Development Days  
 August 24    Open House 10:30-6:30  
 August 26    First Day of School  
 September 7    No School - Holiday  
 September 25    Early Release - Homecoming  
 October 2    No School - Professional Development  
 October 16    End of 1st Qtr (36 days)  
 October 27    Parent-Teacher Conferences (4:00-7:00)  
 October 29    Early Release - P/T Conferences (1:00-7:00)  
 Oct. 30 - Nov. 2    No School - Fall Break  
 November 3    No School - Professional Development  
 November 23 - 27    No School - Holiday  
 December 18    End of 2nd Qtr (37 days)  
 December 18    Early Release - Holiday  
 Dec. 21 - Jan. 1    No School - Holiday  
 January 4    No School - Professional Development  
 January 5    School Resumes  
 January 18    No School - Holiday  
 January 19    No School - Professional Development  
 February 15    No School - Holiday  
 February 16    No School - Professional Development  
 March 12    End of 3rd Qtr (45 days)  
 March 19    No School - Morning PD / Afternoon Conferences  
 March 22 - 26    No School - Spring Break  
 May 20    End of 4th Qtr (43 days)  
 May 20    Early Release - Last Day of School

First Semester (73 Days) - Second Semester (88 Days)  
**Possible Make-Up Hours: May 21, 24, 25, 26, 27**  
 Total Students Days - 161    Teacher Contract Days - 174  
 Board Approved on January 13, 2026

## Attendance and Absence Procedures S-115-S

### Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused. All calls and inquiries regarding a student's absence will be directed to the high school Attendance Office at (816) 633-8367.

Students' must maintain 90% attendance to be eligible to attend school-sponsored dances, including prom.

### Pre-Arranged Absences

Students who know they will be absent from school for more than one full day (i.e. vacation, college visit, hospitalization), should obtain an Advanced Notice of Absence form from the Attendance Office, have signed by a parent/guardian, have teachers list student's assignments and return to the Attendance office. The office will make a copy for the student and the original will serve as the student's note concerning the absence.

### *Early Dismissal*

Once a student has arrived on school grounds, he/she may not leave without checking out at the Attendance Office. If a student returns to school during the same day, or arrives at school after the first hour begins, they must first report to the Attendance Office to sign in. Students may not sign out to eat lunch.

### *Procedures for Reporting an Absence*

We ask that all students who have been absent from school have a parent/guardian call or the student must bring a note signed by the parent/guardian with the student's first and last name, date(s) of absence, and reason for their absence to the Attendance Office upon their return to school. If an absence is due to a doctor/dentist appointment, a note from the doctor/dentist should be given to the Attendance Office.

### *Excused Absences*

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused.

When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the Attendance Office.

The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student with a doctor's note
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

### *College Visits/Career Day/ASVAB Testing*

Juniors and seniors will be allowed **excused** (up to 3) college visits following arrangements made with the Attendance Office. Students participating in a Career Day with parents (usually held in April), or a college visit must pick up and fill out a form

from the Attendance Office prior to attending the event. Failure to do this will result in an unverified absence.

### *Unexcused Absences*

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. Tardies will accumulate on a quarterly basis and discipline will be assigned as follows. Tardies are collected in total across all classes per quarter, and discipline will be assigned accordingly. Tardy collection will reset on a quarter basis.

Tardies 6-7	Warning
Tardies 8-9	Detention
Tardy 10	One Day ISS
Tardies 11+	Additional days of ISS and/or additional consequences

***A one-minute warning bell MAY sound as a courtesy, however students are expected to be in class by the time the bell sounds, regardless of whether a courtesy bell has sounded or not.***

- Students who arrive after 7:35 a.m. must report to the attendance office for an admit slip.
- If a student is detained, in the office or by a teacher, the student must obtain a pass from the person who detained them. All tardies will be considered unexcused unless the student has written verification from a staff member.
- Students having tardies will be assigned discipline according to SIS.

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### *Absent Work*

Students have one (1) day for each day absent to make up work at 100% credit. This applies to work that is assigned on the day of absence, and not to work that was previously assigned. If a student is absent on the due date of an assignment/test, it shall be due/completed when the student returns to school.

### *Attendance and Credit*

#### Three (3) Days Absence Reporting

When the student's absences from any one (1) class reach three (3) days per semester, the school will send a letter via email to the parents, regardless of prior notification by phone or conference.

#### Seven (7) Days Absence Reporting

When the student's absences reach seven (7) days from any one (1) class, the school will send a letter via email to the parents, regardless of prior notification by phone or conference.

#### Below 90% Attendance/Failure to Earn Credit/Other Steps

If a student falls below 90% attendance for the semester he/she may receive zero credit for the semester. 90% attendance will be calculated on an adjusted percentage taking into account verified and approved absences to include doctors notes, etc. Credit may be recovered by a student achieving greater than 90% attendance the following semester. Other steps that may be taken include referral to the juvenile office (when age appropriate), hotline of the family, local city warning and/charges for Parental Responsibility Concerning Minors, and/or referred to the Lafayette County Prosecuting Attorney.

In accordance with Board policy and state law, if credit is denied, the student will be afforded an appropriate due process hearing. Notification will be sent to the parents and he/she will be given an opportunity to appeal to the Board of Education. A request to appeal must be submitted in writing to the superintendent. The Board will decide whether the student has earned credit for the course but will not reduce or change the grade. **Any Absences or Days Taken for Vacation are Non-Waivable for Credit Restoration.**

**It is the legal duty of the parent/guardian to see to it that the child attends school regularly. Missouri statutes make it a misdemeanor punishable by up to 15 days in jail and a fine of up to \$300 for knowingly failing to see that the child attends school. Attendance accounting is required by law, the State Department of Education, and by the local Board of Education. All regulations listed are for the purpose of meeting those policies and at the same time helping a student secure the finest education possible.**

### *ATTENDANCE INCENTIVES*

A student with perfect attendance during a school semester will be rewarded for their attendance the following semester.

## Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

### *Dress Code Expectations and Prohibitions*

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear ;
6. Clothing with profane, obscene, or otherwise inappropriate language;
7. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
8. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
9. Language or symbols that promote gangs;
10. Hats and hoods (hooded sweatshirts worn up);
11. Handkerchiefs or bandanas;
12. Sunglasses;
13. Face paint;
14. Overly-dramatic make-up;
15. Costumes, capes, flags (with the exception of school sponsored dress-up days as approved by administration);
16. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
17. Blankets carried or worn as coats or wraps while in the building;
18. Heavy or loose chains, or straps that create a safety risk.

### *Additional Dress Code Information*

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other

safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities. Violations of the District dress code will be addressed with remedial actions and/or consequences.

### Food Service Program F-285-S

#### *Breakfast and Lunch*

Odessa High School offers both a breakfast and lunch program. Breakfast is served from 7:10-7:30 am. Odessa High School has a closed lunch period. Students are expected to remain in the cafeteria during lunchtime. Use of the E-Hall pass is required to go elsewhere. Students are to return all utensils and trays to the designated area and dispose of all paper products. Students are offered the following lunch options:

1. Purchase a school lunch. This includes the choice of a Type A meal or ala carte items. Students are issued a lunch account number to enter as they go through the line. All deposits to lunch accounts MUST be made before 8:30 a.m. to be credited for that day.
  - Lunch prices for the school year are as follows for Type A selections.
    - \$1.60 Student Breakfast
    - \$2.30 Student Lunch
2. Bring a sack lunch from home.

#### *Free and Reduced Lunch Application*

This application may be accessed in your parent portal.

<https://odessamo.infinitecampus.org/campus/portal/parents/odessa.jsp>

#### *Adult Visitors for Lunch*

Adult visitors are not allowed to eat lunch with students except for special events permitted by Administration.

### Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including non academic , school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### *Building-Wide and Classroom Approaches*

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies,

symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

#### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodation through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

#### Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

#### *Illnesses/Injuries*

The following criteria will be used to exclude students from class for health reasons:

1. A fever that is 100.4 F or higher
2. Vomiting or diarrhea confirmed by an adult
3. Live lice
4. Suspected conjunctivitis (pink eye)
5. Questionable skin conditions

The following guidelines need to be adhered to if your student is sent home sick from school.

1. When Health Services calls, students must be picked up within 1 hour by a parent or persons listed on the student information sheet. Please make arrangements to be here in a timely manner. This helps reduce the risk of spreading infections.
2. Students must be fever free without the aid of medication for **24 hours** before returning to school.
3. Students must be free of vomiting or diarrhea for **24 hours** before returning to school.
4. If a student sees a physician and is given antibiotic therapy, they must be on those antibiotics for **24 hours** before returning to school.
5. Students that have rashes or lesions of any kind must be seen by health services staff for determination if a student needs to see a physician. Infectious lesions will remain covered with bandages, or scabbed over without drainage while at school. Acne is considered a lesion and we don't require it to be covered

### *Health Screenings*

#### Head Lice Policy

Students that have live lice will need to go home. Parents/Guardians will be notified to pick up the student. Students will need to be shampooed with head lice shampoo and combed with a nit comb. Hair must be free of all live lice to return to school. Students must be brought back into the health room by parent/guardian the next morning to be cleared to return to class. Students will not be allowed to ride the bus home or be picked up by the bus until cleared by Health Services.

If a student has nits only, the student will be allowed to stay in the classroom for the day and allowed to ride the bus home. Nits are not transferable from student to student, they are stuck on the hair shaft like glue. Student parents/guardians will be called and notified to shampoo and comb student's hair until free of nits. Parents/Guardians need to bring the student in the next day to be cleared by Health Services.

### *Health Office*

If you have any questions, please contact District Nurse Allison Steelman, 816-633-5533 ext. 5197, [asteelman@odessar7.net](mailto:asteelman@odessar7.net).

### Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

*Prescription Medication* - All students taking prescription medication during school hours must have a completed "Parent Authorization for Medication Administration" form signed by parent/guardian. Forms are available in the office and the health rooms. All medications must be delivered to the health room or school principal in the original current prescribed bottle and prescribed to that student. Parents/Guardians must bring in the medications. Students are not to bring prescribed medications into the schools.

*Over the counter medications* - The health room keeps some over-the-counter medications stocked. The complete list is found on the over the counter consent form. This consent form is in your student's enrollment packet and must be completed yearly. No child will be given any of these medications without signed consent. Students are not allowed to carry any type of over the counter medication.

The district may administer additional over the counter medication supplied by the parent/guardian. The medication must be in the original container and not expired. Parent/Guardian must complete the "Parent Authorization for Medication Administration" consent form located in the office or health room. These medications must be delivered to the health room or school principal in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. Parents/Guardians must bring in the over the counter medications.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will allow possession of medications for the treatment of a chronic health condition including, but not limited to diabetes, asthma, or anaphylaxis. Parents/guardians must complete and submit all required authorization forms. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact Allison Steelman, 816-633-5533 ext. 5197, [asteelman@odessar7.net](mailto:asteelman@odessar7.net).

## Emergency Medications

All student occupied buildings in this district are equipped with prefilled epinephrine auto syringes, asthma-related rescue medications and naloxone nasal spray. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening emergency that would warrant one of these medications. If administration of one of these medications is required, calls will be made to both 911 and parents. If an injury or illness requires immediate attention and the school is unable to locate the parent/guardian, emergency care will be provided by school/emergency medical personnel and the student may be taken to a hospital emergency room. The school district is not responsible for the subsequent treatment or medical expenses incurred after administration of first aid. A prescription or written permission, from a parent/guardian is not necessary to administer this medication in an emergency situation. Epinephrine, asthma-related rescue medications and naloxone will only be administered in accordance with written protocols provided by an authorized prescriber. If you DO NOT want your child to receive these medications in a life-threatening emergency please contact your student's health room or the district nurse.

## Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline and/or remedial action in accordance with the discipline code, and state and federal law.

## *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

## Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified

annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

We have had our facilities inspected by Axiom Service Professionals, Inc. who are certified asbestos inspectors as required by the AHERA law. The inspectors located, sampled and rated the condition and potential hazard of all building materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were then incorporated into a management plan by the consultant. The management plan contains among other things; this notification letter, the location of all asbestos containing building materials within each school building, education and training requirements for employees, a set of plans and procedures designed to minimize the disturbance of asbestos containing materials and plans for regular surveillance of the asbestos containing materials. A copy of the Management Plan and inspection reports are available for review at the Administration Offices during regular office hours located at 701 South Third Street, Odessa, Missouri 64076 as well as each school office. Questions regarding asbestos or the management plan may be directed to Dr. Roger Feagan, Assistant Superintendent at 816-633-5316.

#### Foreign Exchange Students

This past year the District had multiple requests for enrollment of Foreign Exchange students, even after the school year had started. In an effort to be equitable to all Foreign Exchange students and organizations, the administration will be implementing the following procedure and application for all Foreign Exchange students to be considered for enrollment at Odessa High School.

Foreign exchange students living within the boundaries of the District who have obtained a J-1 visa and are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the District without paying tuition. Compliance with district policies and procedures is required before the District will enroll a foreign exchange student.

A foreign exchange student is defined as a foreign national having a residence in a foreign country who has been granted a J-1 visa for temporary admission to the United States for the purpose of participating in an educational exchange program.

#### District Requirements for Foreign Exchange Student Consideration and Filing an Application

- The District will accept foreign exchange students from sponsoring agencies approved and published by CSIET. The District will only enroll foreign exchange students with a J-1 visa.
- Foreign exchange students must be proficient in both written and oral English. The District may deny enrollment to a foreign exchange student if it appears that the student will have significant communication problems. It is the responsibility of the sponsoring agency to verify the English proficiency of foreign exchange students in their program, and proof of English proficiency must be submitted to the district.

- Foreign exchange students must be between the ages of 15 and 18 at the time of enrollment.
- Foreign exchange students must live with a host family residing within the boundaries of the District.
- The District may accept up to five foreign exchange students per year. The high school principal, in consultation with the Superintendent or designee, has the discretion to accept less than five foreign exchange students each year.
  - Foreign exchange students must file their registration at the high school principal's office. Applications will be accepted between December 1st and June 10th for the upcoming school year. Applications will be reviewed in the order they are received.
  - No more than one student will be approved per agency prior to March 1st. No more than two students will be accepted per agency per school year. In order to promote a diverse foreign exchange student population, no more than two students will be accepted per home country.
  - In the event that student requests exceed available slots, students will be placed on a waitlist in the order received. Students must have applied by the June 10th deadline in order to be placed on the waitlist.
- The exchange student or the sponsoring agency must supply the District with the following registration information:
  - A completed enrollment form.
  - A complete academic history of the student, including a completed academic transcript, translated into English if necessary; the number of years of school completed prior to enrollment; the number of years required in the student's home country for the completion of secondary school; and proof of English proficiency.
  - A signed medical release and proof of health insurance.
  - The host family's name, address and telephone number.
  - The placement representative's name, address and telephone number.
  - The confirmation of the visa status of the student.
    - Foreign exchange student applicants may be asked to participate in a video interview as part of the application review process.
- Foreign exchange students must also provide proof of immunization and meet other enrollment requirements as set forth in state law and Board policy.
- The Superintendent or designee will make the decision to admit or deny enrollment to any foreign exchange student. Enrollment may still be denied even if all of the above information has been provided to the District.
- The District will not approve a slot for a host family pending their selection of a student. Only fully completed applications that include required student information will be considered.

#### General Rules

- All foreign exchange students will take a full academic course load.

- The District will assign foreign exchange students to grades and classes based upon the student's transcript information. The District may reassign students if it later determines reassignment to be in the student's best interest.
- Unless otherwise required by law, the sponsoring agency, not the District, will provide additional services that the exchange student may require (e.g., tutors, special reading programs, etc.).
- All foreign exchange students shall be subject to all rules, regulations and policies of the District. In addition to normal disciplinary sanctions, violations of these rules may result in removal or expulsion of the foreign exchange student from the high school, as well as referral to the sponsoring agency.
- The District may grant the foreign exchange student a diploma if it determines that the student has met all the necessary requirements set forth by the Board of Education or if the student would have met all necessary requirements for graduation set forth in his or her home country. However, the foreign exchange student is not guaranteed the right to graduate from the District or to receive a diploma. If the foreign exchange student has met graduation requirements and received a diploma in his or her home country prior to attending classes in the District, the student may be allowed to participate in the graduation ceremony, but a diploma will not be issued.

#### District Requirements of Sponsoring Agencies and Parents of Foreign Exchange Students

- The sponsoring agency is responsible for obtaining all necessary records and information regarding the foreign exchange student and for submitting those records to the high school principal in accordance with District deadlines.
- The sponsoring agency is responsible for the placement of students with appropriate families and for dealing with any of the personal problems affecting the exchange students in relationship to their families and their residential assignments.
- The sponsoring agency is responsible for reporting to the high school principal any change in the placement of the foreign exchange students.
- The sponsoring agency and the parents of the foreign exchange student are jointly responsible for obtaining and maintaining all required legal documentation.
- The sponsoring agency and the parents of the foreign exchange student are jointly responsible for determining what, if any, credit is granted by any other school for academic work in the District.
- The sponsoring agency will be available to school personnel for consultation and advice on any matters and problems relative to their program and to those students who are enrolled in the District.

### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

### Student Records S-125-S

#### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's building principal. Requests to amend education records may be directed to the District's building principal to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

#### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing.

Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1<sup>st</sup> of each school year.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and

law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

#### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the front office.

#### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

#### Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether your student’s teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: Director of Teaching and Learning.

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District’s liaison for students who are homeless, migrant, English learners, or in foster care is:

Name:	Amanda Smith, Director of Teaching and Learning
Phone #:	(816) 633-5316
Email Address:	<a href="mailto:ansmith@odessar7.net">ansmith@odessar7.net</a>

*English Language Learners I-150-S*

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student’s teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages.

For more information about the programs for students with LEP or assistance for families, please contact:

Name: Amanda Smith, Director of Teaching and Learning  
Phone #: (816) 633-5316  
Email Address: [ansmith@odessar7.net](mailto:ansmith@odessar7.net)

#### Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students.

Students from other schools are not allowed to visit without prior approval from the office. These will be limited to special programs/activities.

#### Visitor Management System Screening

Odessa R-VII School District is pleased to announce that we will use the Visitor Management System in all of our schools to strengthen our program of district safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Visitor Management System will allow us to do that. The Visitor Management System will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering a District building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Visitor Management System. The Visitor Management System will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Visitor Management System checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Visitor Management System. No other data from the ID is gathered or recorded and the information is not shared with any outside agency.

Once entry is approved, Visitor Management System will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or when picking up a student.

The safety of our students is our highest priority and the Visitor Management System allows us to quickly identify those that may present a danger to our students.

### Transportation Services F-260-S

#### Ecco Ride

Bus service is provided by the school district for the students who live one mile or more from school. Students riding on Odessa buses can expect to arrive at school at 7:15 am giving them sufficient time to go to their lockers and report to class on time. If a bus arrives late, students are given excused passes to 1<sup>st</sup> hour. Students will be assigned a bus to ride to and from school. Any exceptions to this transportation regulation must be cleared through the transportation office.

It is expected that senior high students riding school buses will be aware of proper conduct to ensure safety for all persons. Students who do not observe the rules and /or who do not obey the driver are subject to disciplinary action. Cameras have been placed on all school buses to help ensure the security and safety of all bus riders.

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

1. Pupils must be on time! The bus cannot wait beyond its regular schedule for those who are tardy.
2. Bus riders should conduct themselves in a safe manner while waiting for the bus.
3. Bus riders should wait until the bus comes to a complete stop before attempting to board the bus. Riders should never stand in the roadway.
4. Pupils waiting for the bus on the opposite side of the road should not cross the road to board the bus until the bus comes to a complete stop and the bus driver motions to the students to cross the road.

#### **B. After Leaving the Bus**

1. After getting off the bus, students should cross the road, when necessary, at least 10 feet in front of the bus. Students should look to be sure that no traffic is approaching from either direction. Students should also wait for a signal from the bus driver before crossing. Students should never cross behind the bus.
2. Students should not run beside the bus or hang on to it in any way. CLEAR the bus path as soon as possible.

#### **C. While on the Bus**

1. The bus driver is in charge of pupils and the bus. Pupils must obey the driver promptly.
2. Unnecessary conversation with the driver is prohibited.
3. Classroom conduct is to be observed by the students while riding the bus.
4. Pupils should remain seated until the bus has fully stopped at its destination.

5. Pupils must not at any time extend arms or head out of the bus.
6. The use of tobacco, food or drink on the bus is prohibited. Animals and oversize objects, as well as **glass containers and balloons** are not permitted.
7. Keep aisles and steps well clear at all times.
8. If a student willfully causes damage to a bus, the student will be asked to make restitution.
9. Students will be assigned seats by the driver.

Bus assignments are made by the bus company. Only emergency situations will be accommodated in switching a bus. Dismissal procedures for students need to stay consistent. If you require a bus switch because of an emergency call 633-5533 and speak to the assistant principal. Only the building administrator can grant an emergency privilege.

Bus transportation is provided by the District to qualifying students. Students who do not obey the rules and/or do not obey the bus driver are subject to disciplinary action. Classroom behavior is expected on the school bus. Any offense committed by a student on transportation provided by the District may be subject to discipline in the same manner as if the offense had been committed at the student's assigned school.

The following infractions would result in immediate suspension from the school bus:

1. Fighting or assault.
2. Use, possession, distribution or sale of tobacco and/or tobacco products or of an item represented to be tobacco or a tobacco product.
3. Possession, sale, distribution, use or under the influence of alcohol or a controlled substance or an item represented to be a controlled substance.
4. Possession of a weapon or fireworks.
5. Any other student behavior deemed to necessitate suspension from the bus.

Disciplinary action will be decided by the school administration on a case by case basis. Investigation into any misconduct and the resulting consequences will be handled by the school administration. All infractions will accumulate for the entire year. Consequences may include: Conferences with the student, phone call to the parents, restitution to wronged parties, detentions, bus suspensions, ISS, OSS, expulsion and referral to the proper legal authorities in addition to those consequences listed above for serious and/or consistent misbehavior. Frequent and consistent misbehavior on school buses may lead to more serious consequences. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law.

Bus suspensions will not start until an administrator has contacted a parent by either telephone or written notice. However, a student whose conduct may endanger the safety of himself/herself or others on the school bus will not be allowed back on a school bus until a conference with parents has been held, with the following exception, if contact with a parent cannot be made, safety will take precedence.

After a student has accumulated more than 10 days of bus suspensions during a school year, the student will be recommended for a bus suspension for the balance of the semester/school year. Parents may appeal this decision to the Assistant Superintendent of Schools.

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

### **Bus Infractions & Consequences**

Below is a list of bus infractions, along with consequences for each category. The goal is for all students to enjoy a safe ride to and from school each day. We appreciate the help and support of parents in guiding children to appropriate school bus behavior.

#### Type I Infractions

1. Horseplay including pushing and shoving.
2. Excessive talking or noise either from individual students or between students or groups.
3. Open beverage and/or eating food or candy.
4. Failure to sit in an assigned seat.
5. Blocking the aisle.
6. Out of the assigned seat while the bus is loading or unloading other students or while the bus is in motion. Students must be seated with backs touching seat backs. Turning around, sitting perpendicular to the seat, or seating with feet or knees in the seat will not be allowed.
7. Throwing objects and/or littering.
8. Any other student behavior deemed to be a Type I Infraction by the District Administration.

#### Type I Consequences

First Offense - Warning, student/parent contact

Second Offense - 1-3 day bus suspension, student/parent contact

Additional Offenses - Minimum 3 day bus suspension, student/parent contact

#### Type II Infractions

1. Throwing objects out of a moving school bus or toward the driver or monitor.
2. Bullying or harassment.
3. Vandalizing or tampering with equipment. Restitution must be made before the student will be allowed back onto the school bus.
4. Multiple failures to obey a request of a bus driver or other authorized adult on the school bus.
5. Disrespectful action or language toward the bus driver or authorized adult, or another student.
6. Obscene language, innuendo, or gestures.
7. Any other student behavior deemed to be a Type II Infraction by the District Administration.

#### Type II Consequences

First Offense - Up to 5 day bus suspension, student/parent contact  
Second Offense - Minimum 5 day bus suspension, student/parent contact  
Additional Offenses - Recommendation for long-term bus suspension,  
student/parent contact

#### Type III Infractions

1. Fighting or assault.
2. Use, possession, distribution or sale of tobacco and/or tobacco products or vaping devices, or of an item represented to be any such product.
3. Possession, sale, distribution, use or under the influence of alcohol or a controlled substance or of an item represented to be alcohol or a controlled substance.
4. Use or possession of a weapon or fireworks.
5. Any other student behavior deemed to be a Type III Infraction by the District Administration.

#### Type III Consequences

Any Offense - Long-Term bus suspension, student/parent contact

#### Additional Information

Infractions will accumulate for the entire school year. After a student has accumulated more than 10 days of bus suspensions during one school year, the student will be recommended for a long-term bus suspension. Parents may appeal to the Assistant Superintendent of Schools.

Depending on the infraction, administrators may impose consequences more severe than those listed above. Frequent and consistent misbehavior on school buses may lead to more serious consequences. Consequences may also include detentions, in-school suspension, out-of-school suspension or expulsion from school. Referral to the proper legal authorities may also be required in addition to those consequences listed above for serious and/or consistent misbehavior.

Bus suspensions will not start until an administrator has contacted a parent either by telephone or written notice with the following exception; an attempt will be made to contact parents in a timely manner. However, a student whose conduct may endanger the safety of himself/herself or others on the school bus will not be allowed back on a school bus until a conference with parents has been held. If contact with a parent cannot be made, safety will take precedence.

#### **OTHER TRANSPORTATION POLICIES**

1. The District will abide by all State rules and regulations regarding bus transportation.
2. No student will be able to ride a different bus than the one he or she has been assigned. The only exception will be in an emergency, and it must be approved through the school office.

3. Students who ride a bus that goes by a babysitter's house may make arrangements to be dropped off at the babysitter, but it MUST be daily and MUST be approved by the school office.
4. Ecco Ride has a policy, which indicates they will not go farther on the road than the last child's house that is to be picked up. If driveways are not suitable to turn the bus around, the child must catch the bus at the location where the bus can turn around. Buses will be required to come to a complete stop at their pick-up points, and do their utmost to be within 5 minutes of their pick-up time. Students will be picked up at a designated bus stop and dropped off at the same. There will not be undesignated stops.
5. If your child has not boarded the bus three days in a row, you will need to contact Ecco Ride to resume transportation services.
6. Please provide Ecco Ride with current telephone numbers to enable us to reach you or a child care provider.
7. Kindergarten and young students only: If your child is not to get off the bus unless someone is available to receive him/her, Ecco Ride must have this information on file. If no one is at home to meet your child, telephone calls will be made to try and reach someone, or your child will be brought back to the school.
8. Early Childhood: District requires that someone bring Early Childhood students to the bus stop and meet students returning from school at the bus stop.
9. Please go over bus rules with your child. We want to make sure each child has a safe ride, and we need your support to help us do this.
10. School bus routes will be communicated to families prior to the start of the school year and are subject to change.

### Student Discipline S-170-S

#### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

### *District Policy for Discipline*

#### *Definitions*

*Acts of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

*Serious violation of the District’s Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

## TYPE 1 VS. TYPE 2 CHART

Classroom (Type 1 / Minor) Managed	Office (Type 2 / Major) Managed
<ul style="list-style-type: none"> <li>• Coming to class unprepared</li> <li>• Disrespect to others</li> <li>• Dress Code Violation (initial warning)</li> <li>• Excessive talking</li> <li>• Failure to follow directions</li> <li>• Horseplay</li> <li>• Inappropriate conversations</li> <li>• Inappropriate Language</li> <li>• Inappropriate/unauthorized use of technology</li> <li>• Late/missing assignment</li> <li>• Misbehaving for a sub</li> <li>• Negative conflict resolution</li> <li>• Noncompliance</li> <li>• Not following teacher expectations</li> <li>• Nuisance Items (initial warning)</li> <li>• Public Display of Affection</li> <li>• Refusal to work</li> <li>• <b>Other</b> Student engages in any other minor problem behaviors that do not fall within the above categories.</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Dishonesty</li> <li>• Arson</li> <li>• Assault/Violent act</li> <li>• AUP Violation</li> <li>• Automobile/Vehicle Misuse</li> <li>• Bullying/Cyberbullying</li> <li>• Bus/Transportation Misconduct</li> <li>• Defiance/Disrespect/Insubordination (including electronic devices)</li> <li>• Dishonesty, including forgery</li> <li>• Extortion</li> <li>• False Alarms or Reports</li> <li>• Fighting</li> <li>• Fireworks or Incendiary Devices</li> <li>• Gambling</li> <li>• Harassment, including sexual harassment</li> <li>• Hazing</li> <li>• Improper language/Profanity</li> <li>• Inappropriate sexual conduct</li> <li>• Missed detention</li> <li>• Property Damage or Loss of School Property</li> <li>• Repetitive Type 1 Disruptive Behavior*</li> <li>• Theft</li> <li>• Threats or Verbal Assault</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Truancy</b></li><li>• <b>Unauthorized Entry</b></li><li>• <b>Use/Possession of Alcohol, Drugs, Tobacco, E-Cigarettes</b></li><li>• <b>Use/Possession of Weapons/Firearms</b></li></ul>
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\* All offenses must be documented and communication must be made home in order to classify the behavior as “repetitive”.

<b>Prohibited Conduct</b>	<b>Definition</b>	<b>Potential Consequences</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	First Offense: Replacement assignment, principal/student/parent conference, detention, in-school suspension or 1-180 days out-of-school suspension. Subsequent Offense: Principal/student/parent conference, detention, in-school suspension or out-of-school suspension.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate. Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	First Offense: 10-180 days out-of-school suspension or expulsion. Subsequent Offense: Expulsion.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of	First Offense: Principal/Student conference, detention, in-school

	immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.	suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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, or in-school suspension. Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or	First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

	pager. Students will not be disciplined for speech in situations where the speech is protected by law.	
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	Any offense committed by a student on transportation provided by or through the District shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.
Dishonesty	Any act of lying, whether verbal or written, including forgery.	First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products,	<u>Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation</u>

	<p>imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>	<p><u>or imitation drug or herbal preparation.</u>  First Offense: In-school suspension or 1-180 days out-of-school suspension.  Subsequent Offense: 1-180 days out-of-school suspension or expulsion.</p> <p><u>Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, 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.</u>  First Offense: Short-term suspension – up to 45 days out-of-school suspension**, administration may suspend student up to 10 days with referral to superintendent for a suspension of up to 35 additional days, notification to law enforcement officials, documentation in student's</p>
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		<p>discipline record and contact parents.  Second Offense: Medium-term suspension – 10 days out-of-school with referral to the superintendent for a medium suspension of up to 90 days OSS**, notification to law enforcement officials, documentation in student's discipline record and contact parents.  Third Offense: Long-term suspension – 10 days OSS with referral to the superintendent for a long-term suspension of up to 180 days OSS or expulsion**, notification to law enforcement officials, documentation in student's discipline record and contact parents.  Subsequent Offense: 11-180 days out-of-school suspension or expulsion.</p> <p><u>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</u></p>
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		<p><u>schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.</u>  First Offense: Up to 45 days out-of-school suspension, administration may suspend with referral to the superintendent for a suspension of up to 35 additional days or expulsion.  Subsequent Offense: 11-180 days out-of-school suspension or expulsion.</p> <p><u>Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined, on District property, on District transportation or at any District activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with S-135-P and corresponding District procedures.</u>  First Offense: Confiscation of prohibited product.  Principal/Student conference, detention, or in-school suspension.  Subsequent Offense:  Confiscation of prohibited</p>
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		<p>product. Detention, in-school suspension, or 1-10 days out-of-school suspension.</p> <p><u>Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in, on District property, on District transportation or at any District activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with S-135-P and corresponding District procedures.</u></p> <p>First Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.</p> <p>Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.</p>
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

		Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Fighting	A conflict: verbal, physical, or both, between two or more people.	First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p>	<p>Possession or use of any weapon as defined in District Policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.</p> <p>First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Subsequent Offense: 1-180 days out-of-school suspension or expulsion.</p>

	<p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>	<p>Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).</p> <p>First Offense: One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.</p> <p>Subsequent Offense: Expulsion.</p> <p>Possession or use of ammunition, a component of a weapon or ammunition, weapon accessories, or tactical gear.</p> <p>First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Subsequent Offense: 1-180 days out-of-school suspension or expulsion.</p>
<p>Fireworks or Incendiary Devices</p>	<p>Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.</p>	<p>First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation. Principal/Student</p>

		conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension. Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	<u>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.</u> First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.  <u>Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.</u>

		<p>First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.</p> <p><u>Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy C-131-P.</u></p> <p>Any Offense: 10-180 days out-of-school suspension or expulsion.</p>
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	<p>First Offense: In-school suspension, 1-180 days out-of-school suspension, suspension or exclusion from activity/athletic participation.</p> <p>Subsequent Offense: 1-180 days out-of-school suspension, expulsion, suspension or exclusion from activity/athletic participation.</p>
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	<p>First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</p>

Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	First Offense: Restitution. Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Restitution. Detention or in-school suspension.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	First Offense: Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy	Truancy: First Offense: Up to 3 days in-school suspension.

	includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	Second Offense: Up to 7 days in-school suspension. Third and Subsequent Offense: 3 days out-of-school suspension. Removal from extracurricular activities.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	<u>Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy 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.</u> First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension. Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

		<p><u>Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a District-sponsored class or activity, or otherwise permitted by the building principal.</u></p> <p>First Offense: Confiscation, principal/student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p><u>Violations, other than those listed in (1) or (2) above, of District policy F-265-P or any policy or procedure regulating student use of personal electronic devices.</u></p> <p>First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Restitution. Loss of user privileges, in-school</p>
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		<p>suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Use of audio or visual recording equipment in violation of District policy C-165-P.  First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.  Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</p>
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	<p>First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.  Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.</p>
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	<p>First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.  Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter	<p>First Offense: Principal/Student conference, detention, in-school</p>

	District property who is not authorized or through an unauthorized entrance.	suspension, or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

## Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

### *Definitions*

*Bullying* – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: building principal and can be reached at 816-633-5533.

*School Day* – A day on the District calendar when students are required to attend school.

### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a

written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

#### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

#### *Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

#### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

### *Report Form*

This form can be found at the end of this handbook.

### Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District

written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District’s Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District’s Compliance Officer:

Name: Assistant Superintendent  
 Phone #: 816-633-5316  
 Email Address: [rfeagan@odessar7.net](mailto:rfeagan@odessar7.net)

In the event the District’s Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Superintendent  
 Phone #: 816-633-5316  
 Email Address: [joetinger@odessar7.net](mailto:joetinger@odessar7.net)

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> </ol>

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

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements 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:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **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.
- **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).
- **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 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.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Assistant Superintendent  
Phone #: 816-633-5316  
Email Address: [rfeagan@odessar7.net](mailto:rfeagan@odessar7.net)

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Superintendent  
Phone #: 816-633-5316  
Email Address: [joetinger@odessar7.net](mailto:joetinger@odessar7.net)

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to

admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title:	Assistant Superintendent
Address:	701 South Third Street, Odessa, MO 64076
Email Address:	<a href="mailto:rfeagan@odessar7.net">rfeagan@odessar7.net</a>
Phone #:	816-633-5316

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

#### Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

The District may use drug dogs. Drug dogs will not come into direct contact with students.

### Security Cameras

For the protection and safety of students, faculty and staff, Odessa High School uses security cameras in non-academic areas in and around the building. The viewing of any video from District or Bus security cameras, that includes the photographic image of a student, will be in accordance with the Family Educational Rights and Privacy Act (FERPA) and will not be considered “Directional Information.”

### Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse’s office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook’s section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook’s section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact Central Office.

### Student Alcohol and Drug Testing S-196-S

The use of illegal drugs by students is a major problem facing the nation, and the District. The administration has noted and documented, both formally and informally, an increase in the use of drugs by students, including those students participating in extracurricular and co-curricular activities.

#### **Random Drug Testing**

Students who represent the District in extracurricular and co-curricular activities and/or performances are leaders in the school environment. Participation in these extracurricular and co-curricular activities/performances as well as parking on District property is a privilege, not a right, and it is essential that these student leaders uphold the highest possible standards of conduct as role models for the rest of the student body and as representatives of their school and community. It is also paramount that students participating in these activities or parking on District property are able to do so safely and in a manner that will not endanger themselves or others. A properly administered random drug testing program for all students who represent the District in extracurricular and co-curricular activities and/or performances will promote these goals and objectives.

To assist students in making healthy and safe choices, the District will conduct random drug testing of students in grades 7-12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA) and any Odessa High School and Odessa Middle School extracurricular and co-curricular activity. Additionally, any students who park on campus will be subjected to random testing. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

#### **Notification and Consent**

An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements, and the drug testing procedures that will be used.

All 7-12 students must annually submit the "Drug Testing Consent" form to the school offices by the deadline set for the school year before the student will be allowed to continue or begin practice or participation in any extracurricular and/or co-curricular MSHSAA activities, as well as any Odessa High School and Odessa Middle School extracurricular and co-curricular activity. Additionally, eligible students obtaining a student parking pass must annually submit the form by the deadline to be able to park on campus. If the student is 18 years of age and living with a parent/guardian, he or 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 or her own, the student's signature is all that is required.

Any student who does not turn in the required forms by the established deadline will not be eligible to participate in any extracurricular and/or co-curricular MSHSAA activities and/or obtain a student parking pass during the remainder of the school year.

Students transferring into the Odessa R-VII School District will be placed in the testing pool after the enrollment process is complete and upon receiving a signed consent form in the office if the transfer student(s) intend on participating in extracurricular and/or co-curricular MSHSAA activities and/or parking on campus.

Students to be drug tested are those in any extracurricular and/or co-curricular MSHSAA activity and any Odessa High School (OHS) and Odessa Middle School (OMS) extracurricular and co-curricular activity. Additionally at Odessa High School if a student obtains a parking pass. All 7-12 students who will participate in extracurricular and/or co-curricular MSHSAA activities during the school year and/or will obtain a parking pass 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 programs even if the extracurricular and/or co-curricular activity has not yet begun.

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

### **Withdrawal from the Pool**

Once a student enters the pool, he or she must remain in the pool for the remainder of that school year to be eligible to participate in extracurricular and/or co-curricular activities and/or continue to secure a parking pass. Withdrawal from the program will result in ineligibility from extracurricular and/or co-curricular activities for 365 days from the withdrawal date as well as loss of parking privileges for the same duration. Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the athletic director or building administrator. The student and the parent/guardian must sign a release form stating they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his or her own, he or she still needs to come in and meet with the athletic director or building administrator to drop out of the testing pool.

### **Verification of Sample**

If the initial drug test is non-negative, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the District may also choose a certain number of samples for a confirmation test.

The second test will use gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedures is positive for the presence of a drug or the metabolites thereof.

All results will be recorded by the technician on a form acceptable to the District. A Custody and Control Form (CCF) will be used: 1) If the initial screening test indicates a non-negative result; 2) if the collection technician is conducting an internal self-audit of a testing device; or 3) the District requires a CCF for all tests completed. If a CCF is

used, the specimen collected will be poured into the specimen vials that came in the collection cup. This will be performed in the presence of the student. The collection technician will complete a CCF with the appropriate copy being sent (along with the specimen) to a health and senior services - certified laboratory for a second screening test.

If the second screening test is also non-negative, the laboratory will conduct a more in-depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis. In some cases, the second screening test may be eliminated and the specimen sent directly for GC/MS.

If the GC/MS test is non-negative, the results will be forwarded directly to the Medical Review Officer (MRO). The MRO will contact the Designated School Official (DSO) to inform him/her of the non-negative result. At this point, the MRO will request that the student's parent/legal guardian contact the MRO directly to determine if there is a medical explanation for the non-negative results.

The DSO will then contact the student's parent/legal guardian, inform him/her of the non-negative result, provide the information necessary to contact the MRO (phone number, student ID number & MRO codeword "Indy500"). When the parent/legal guardian makes contact with the MRO and verifies their identity, they will discuss medications the student is taking. If any of the student's medications could explain the non-negative result, the MRO will verify the legitimacy of the prescription with the pharmacy who filled it and/or the prescribing physician. Once all pertinent information has been obtained, the MRO will make a final determination of the test result. Those results will be forwarded to Tomo Drug Testing who will then forward to the DSO.

The MRO will reach out to the DSO on three separate occasions, over the course of three separate days (excluding weekends and holidays) to request a student's parent/legal guardian call them to discuss the student's non-negative result. If the parent/legal guardian does not make contact with the MRO during that time frame, the MRO will release the result as a "non-contact positive". A parent/legal guardian can make contact with the MRO after the result has been released.

If the District requires a split-specimen collection for a confirmation test, then the parent/legal guardian may contest the MRO's decision and request, within 72 hours of the decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and payment may be required prior to the test being conducted.

### **Violations and Consequences**

Any student who tests positive in a drug use test under the procedures shall be subject to the following restrictions:

1. For the first offense, the student shall be suspended from student parking privileges on school property as well as participation in all in-season or off-season extracurricular and/or co-curricular activities, offered by OHS and OMS, for 30 calendar days. This suspension can be reduced to 15 if the parent/guardian

obtains, at the parent/guardian's expense, a substance abuse evaluation and educational counseling (certified by the Missouri Department Mental Health, Division of Alcohol and Drug Abuse) for the student deemed appropriate by the evaluation. If the student is 18 years of age and has established a residence on his or her own, the student's signature is all that is required.

Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and participate in classroom activities. If the student/parent seeks to reduce this consequence by scheduling a substance abuse evaluation, the appointment must be confirmed before the student will be allowed to participate or park. Further, the student must attend the evaluation session within seven business days of the confirmed test result.

The student may 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.

2. For the second offense, the student shall be suspended from student parking privileges on school property as well as participation in all in-season or off-season extracurricular and/or co-curricular activities, offered by OHS and OMS, for 90 calendar days. The stipulations for the first offense shall continue to apply. This suspension can be reduced to 45 calendar days if the parent/guardian obtains, at the parent/guardian's expense, a substance abuse evaluation and the education/counseling (certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse) for the student deemed appropriate by the evaluation.
3. For the third offense, the student shall be suspended from student parking privileges on school property as well as participation in all in-season or off-season extracurricular and/or co-curricular activities, offered by OHS and OMS, for 365 calendar days. The stipulations of the first offense shall continue to apply. No reduction shall be allowed for this suspension.
4. For the fourth offense, excluded from all covered activities and parking on campus for the rest of the student's enrollment in the District.

### **Refusal to Submit or Falsifying Results**

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified. The District can utilize additional testing methods if there is not a sufficient urine specimen within 60 minutes. A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal.

### **Drugs the District May Test For**

Samples may be tested for THC/marijuana, benzodiazepines, cocaine/benzoylecgonine, amphetamines, barbiturates, phencyclidine, methamphetamine, opiates/morphine, fentanyl. In addition, the District may test for alcohol and performance-enhancing drugs, including anabolic steroids or any additional drugs that could impact a student's well-being. Samples will not be screened for the existence of any physical conditions other than prohibited drug and alcohol use. The school district will pay for all random drug screenings and follow-up screenings required for participation.

### **Suspicion-Based Drug Testing**

Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the District's discipline policy and may also be excluded from extracurricular activities as determined by the district. A student who refuses to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs.

### **Drug Counseling and Assistance**

Upon request, the district's counselors will provide information on treatment programs and other resources available in the community. All substance abuse evaluation and counseling must be done by a licensed substance abuse counselor.

### **Weapons in School S-200-S**

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

## Instruction

### *Homework Policy*

Homework is an important part of a student's learning experience. It provides opportunities for students to practice skills and deepen their understanding. It also provides additional time for students to complete work, conduct follow-up studies, and develop good study habits.

### Objectives

In the Odessa School District, teachers assign homework to achieve the following objectives:

- Provide independent practice of learned concepts and /or skills.
- Assist students in developing good independent work/study habits.
- Promote student responsibility, time management, and self-discipline.
- Support our community's high expectations.

The following guidelines have been developed to assist each party who shares responsibility for a student's success:

### Student Responsibilities

- Complete and return assigned work on time.
- Assume responsibilities for completing work when absent from school in a timely manner.
- Strive to complete work to the best of his/her ability.
- Take advantage of study aids and before/after school programs available.

### Teacher Responsibilities

- Provide meaningful tasks that support work introduced during class time.
- Acknowledge the activities and responsibilities of students outside of school and accept that extenuating circumstances could arise that prevent students from completing work.
- Communicate with parents if concerns arise.
- Monitor homework assignments, provide feedback to students.

### Parent Responsibilities

- Make homework a top priority.
- Provide necessary supplies and a quiet homework environment.
- Set a daily homework time.
- Monitor homework assignments and provide praise and support.
- Communicate with teachers if concerns arise.

## LATE HOMEWORK

### Absences:

- After any absence, no matter the reason for the absence, the student must make arrangements with the teacher the first day that the student returns.

### Regarding late work

- Late work will be accepted during the current unit. Work turned in past the due date will be subject to a reduction in points. Any work submitted after the close of the unit will remain a zero.

### Regarding tests:

- Students should have two opportunities to complete the missed test and these arrangements should be made on the first day the student is back in the building. Students can make arrangements on two separate occasions and after the second no-show, the test score becomes a permanent zero.

### *Off-Campus Enrollment Options*

1. Juniors and seniors may be selected to attend Lex La-Ray Area Vocational/ Technical Center (AVTC) for part of the day. (Transportation provided.) Students selected may only receive a maximum of 6 credits a year.
2. Juniors and seniors may be selected to attend Lee's Summit Technology Academy for part of the day. (Students may provide their own transportation or optional district transportation will be provided, if selected).
3. Juniors and seniors may be selected to attend Fort Osage Career and Technical Center for part of the day. (Students provide their own transportation, if selected).

### *A+ Program S-130-S*

#### *A+ Program Description*

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

#### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District

school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the District website

(<https://www.odessar7.net/vimages/shared/vnews/stories/45a549e227fao/Info%20Guide.pdf>), the high school counselor, and/or the District A+ Coordinator Ashley Ray.

### *Counseling S-147-S*

Visits to the OHS counselors are welcome from students, parents, and patrons of the community, but are encouraged to call for an appointment.

### *Assessment Program I-195-S*

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is posted on the website.

## **District Testing Schedules**

**ACT** - The ACT exam is an important step in deciding on a student's post-secondary plan. The ACT exam is open to students in grades 9-12 and is used to determine admission and scholarship eligibility for many higher education institutions. National test dates and registration information can be found by visiting this link: [ACT Test Information](#).

**PSAT** (PRELIMINARY SCHOLASTIC APTITUDE TEST) - The PSAT exam is open to any 11th grade student. Juniors who take the test are entered into the National Merit Scholarship Qualifying Competition. (10<sup>th</sup> Grade students may register to test, but will not enter the National Merit Scholarship Qualifying competition.) Interested students must sign up in the Counseling Office.

**ASVAB** (ARMED SERVICES VOCATIONAL APTITUDE BATTERY) - This career exploration exam is administered to all juniors as a part of the District's Comprehensive Testing Plan. Students in grades 10 and 12 may sign up to test if they are interested in military service.

**EOC** - The district participates in the required End of Course exams determined by the Missouri Department of Elementary and Secondary Education. These exams will be

scheduled using the fall and spring testing windows and include the following exams: Algebra I, Algebra II, English II, Biology, and Government. Additional exams may be added as determined by the district administration or the state.

### **Library Use Policy**

The Library Media Center is open for students each school day from 7:10am to 3:00pm. Students may use the LMC when sent from a class with a written pass from their teacher. It is the student's responsibility to be sure his/her pass is signed by the librarian when returning to class. Books, magazines, and vertical file materials are available for check out. If materials are returned late, the student owes a fine of 5¢ per day. The library has computers available for students to use for Internet access, database searching, word processing, and printing of assignments. The computers are available any time the library is open for student use (unless reserved for a specific class use). District Internet policy is strictly enforced in the library.

### *Teaching About Human Sexuality I-120-S*

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

### *Teaching About Computer Science I-123-S*

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

### ***BULLDOG BLOCK***

Advisement, accountability, and academic support are cornerstones of academic success at OHS. Bulldog Block is held every Monday-Friday 11:11 - 11:37 am and provides faculty advisors and students the opportunity to make optimal use of the many choices at Odessa High School and its affiliate off-campus vocational/educational partner institutions. Our advisors provide assistance in selecting learning programs, assessing needs, setting long-range goals, and communicating the needs of each individual to the school as a whole. Another key component of Bulldog Block is academic support through assistance and intervention opportunities available to students. This structure provides additional time and support to students to enhance the learning environment, and support student achievement. Additionally, various tiered interventions can and may take place during Bulldog Block to adequately facilitate struggling students.

An OHS faculty advisor will guide 18-20 students through their four years of high school. This service includes conducting weekly grade checks with each student regarding all coursework. Enhanced accountability for students and advisors is the result of this effort, as Bulldog Block provides the opportunity to frequently assess each individual student's progress, to identify potential challenges, and to employ early interventions, if necessary, to better ensure success in each of his or her courses.

Another integral service from which students will benefit during Bulldog Block is the academic and vocational advisement provided by our counseling and administrative teams. Each grade level will meet periodically to cover topics of interest and importance to students. A comprehensive explanation of grade point average (GPA), identification and description of the required and elective courses available at OHS, discussion of specific high school and post-secondary educational and vocational planning programs available at OHS, and recognition of student achievement are but a few examples of the several valuable topics addressed.

*Graduation Requirements I-190-S*

Odessa R-VII School District requires 26 units of credit to graduate.

<b>Core Area</b>	<b>Credit</b>
Language Arts	4 units
Mathematics	4 units
Science	3 units
Social Studies	3 units
Public Speaking	1/2 unit
Personal Finance	1/2 unit
Physical Education	1 unit
Health	1/2 unit

Practical Art (1/2 unit of Computer Apps for Class of 2024+)	1 unit
Fine Arts	1 unit
Electives (Class of 2024 and beyond)	7 <sup>1</sup> / <sub>2</sub> units (7 units)
<b>Total</b>	<b>26 units</b>

**Graduation Exercise Participation And Recognition**

To participate in the Commencement ceremony a student must have successfully completed the graduation requirements set forth by the Missouri State Department of Education and the Odessa R-VII Board of Education.

The specific honors levels are as follows:

<b>Academic Achievement</b>	<b>GPA</b>
summa cum laude	4.0 or above
magna cum laude	3.85 - 3.99
cum laude	3.67 - 3.84

Honors graduates will receive a keepsake medallion and gold-colored honor cord to be worn with graduation gowns. Honor designations are recognized during Senior Awards Night, Commencement Ceremony, and in the local newspaper. To determine the speakers at graduation, the following process will be used. Students with summa cum laude status will be allowed to speak at graduation after their speech is reviewed and approved by administration. Student speeches may be limited in time to accommodate for the graduation ceremony and other speakers.

The following students will receive additional honors at graduation commencement:

- National Honor Society
- National Technical Honor Society

- National Art Honor Society
- Student Council Executive Members
- A+ Eligible Students
- Four-Year Perfect Attendance Students

*Students Eligible for Services under the IDEA*

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

**High Demand Occupations**

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

**National Honor Society (Georges' Chapter)**

The NHS recognizes and honors student scholarship, service, leadership, and character. The minimum GPA of 3.50 is required for membership consideration. Students who reach this 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 that wishes to be considered for NHS must complete an activity form by the stated deadline. A chapter council, selected by the Principal, will elect members. Members must maintain the eligibility requirements to retain membership. Anyone who falls below the standards will be warned immediately by the sponsor and will be placed on probation. Only one-quarter probation will be permitted. Once a member is dismissed, eligibility for the membership can never be regained.

### **Seven-Semester Graduation Policy**

The Board of Education of the Odessa R-VII School District has gone on record as recommending that students attend high school for eight semesters, but students who have completed the Odessa Board of Education 26 required units of credit at the end of seven (7) semesters, may be able to receive their diploma if they follow the procedures below:

1. The student will discuss the need or desire for 7-semester graduation with the high school counselor in order to verify credits. Preferably this should be done during the 6<sup>th</sup> semester.
2. The student will present a written statement to the high school Principal by **November 1<sup>st</sup>** with the reason for the request, plan for compliance to policy and agreement of parent if student is under the age of 18.
3. Any student who desires a 7-semester graduation request after the Nov. 1<sup>st</sup> deadline will need to apply for a **hardship application**. This written application will need to be addressed to the principal and superintendent stating the reason for the request, plan for compliance to the policy, and agreement of the parent if the student is under 18.
4. The Counselor and Principal will review and verify the statement.
5. The Principal will present the request and recommend for or against to the Superintendent of Schools.
6. The Superintendent of Schools will make the final decision.
7. The student's transcript will reflect they are a 7<sup>th</sup> semester graduate but they will not receive a diploma until the graduation ceremony in May.
8. Upon meeting graduation requirements, the individual is considered to be an alumnus of Odessa R-VII High School but may still take part in school dances and all ceremonies related to graduation week (Baccalaureate, Senior Awards Night, and Graduation Ceremony) upon application to the principal.

### **Scholarships**

Many students will apply for scholarships to help finance their post-secondary education. The OHS Counseling Office can help provide information about national, state, and local scholarships to parents and students. Scholarship information can also be accessed via the district website [www.odessar7.net](http://www.odessar7.net) by selecting the Scholarships link. More information about all types of financial aid can also be found on the website by selecting High School, then Guidance and Financial Aid/Scholarships. **Students must initiate scholarship applications and observe specific deadlines.**

### *Transcripts / Fees*

The Registrar will prepare and mail transcripts for OHS students without charge. A signed records release form must be on file. Students under 18 must have a parent/guardian's signature.

### *Section 504 I-125-S*

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of Johnna Lorenz, 816-633-1599, [jlorenz@odessar7.net](mailto:jlorenz@odessar7.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### *Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 Monday – Friday (8:00 am – 4:30 pm) in the office of the Johnna Lorenz, 816-633-1599, [jlorenz@odessar7.net](mailto:jlorenz@odessar7.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *Virtual/Online Courses I-160-S*

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at [https://www.odessar7.net/vnews/display.v/ART/5d768453a2dff?in\\_archive=1](https://www.odessar7.net/vnews/display.v/ART/5d768453a2dff?in_archive=1) and District Policy.

#### **Alternative Education-Ace Academic Center For Excellence**

*(Available for OHS Students who are selected)*

The Odessa R-VII School Board has established an alternative school to serve the students at Odessa High School. The mission of the ACE Program is to provide a comprehensive, student-centered alternative education program. The ACE Program will focus on two core components:

1. Rigorous academic curriculum using PLATO Software
2. Work experience

Information about the ACE Program is available in the Odessa High School Guidance Office.

## **Withdrawal Policy**

Students who withdraw from school, for whatever reasons, must check out through the Counseling Office. A withdrawal form must be completed by all teachers to which the student was assigned, librarian, counselor, administrator, and office personnel. All materials must be returned and all obligations cleared before student records will be forwarded.

## **Technology F-265-S**

### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

### *Technology Devices*

#### **Policy on Student Display or Use of Electronic Personal Communications Devices**

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

### **Cell Phones and Personal Electronic Communication Devices**

1. These devices Cell phones are not to be used or displayed during school hours.
2. They must be left in lockers and turned off between **7:20AM and until leaving the building after dismissal.**
3. The school will not assume responsibility for any cell phone brought to school.

### **Personal Electronics (Apple Watches, Smart Watches, I PODS, E-Readers, tablets, etc.)**

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

### **Cell Phone**

Cell phones and/or electric devices, including headphones, are expected to be put away while students are in class. If the student refuses the teacher's directive to put the device(s) away, the student will receive an office referral for insubordination. The first referral will result in a warning. Subsequent offenses may result in an in school suspension (ISS) or an out of school suspension (OSS).

## **Disciplinary Procedures**

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct.

## **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

## **Computer Use Procedures And Policies**

The Odessa R-VII School District has worked very hard to secure technology training and resources for the students of the district. We must protect the technology we have acquired and ensure that it is being used in an appropriate manner.

The following guidelines have been established for all students who use the high school's computers (in classrooms, computer labs, or library):

- To obtain login rights, obtain a **Computer Use Contract** from a teacher or the library. Read, sign and return the completed contract with student and parent signatures.
- Obtain your login name from a system administrator, your computer teacher, or librarian.
- Observe and obey copyright laws. This applies to the Internet, computer system files, and all programs that are the property of Odessa R-VII Schools.
- Violations of your **Computer Use Contract** can result in any or all of the consequences outlined below:
  - Referral to the Assistant Principal for disciplinary action.
  - Conference with the supervising teacher.
  - Notification and/or conference with parent/guardian.
  - ISS or detention.
  - Suspension from all computer use at school. If applicable, removal (with no credit) from courses taught in the computer lab. *(Please refer to the complete **Computer Use Contract** for detailed regulations.)*

## **OHS 1:1 Student Chromebook Policy**

All OHS Students will be issued a Chromebook as part of the OHS 1:1 Technology initiative. Students will be using technology to access parts of the educational

curriculum at OHS. Chromebooks will be provided to all OHS students during the school year, to allow further access to educational tools through technology. See the following terms of the OHS Technology Usage Agreement.

### **OHS 1:1 Student Chromebook Checkout Agreement**

I understand that I am being issued a Chromebook for educational work; it will be in my possession for use at and away from school. I understand that I am responsible for the Chromebook, accessories, and peripherals issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. I further understand that:

- **The Chromebook is to be used for academic/educational purposes only.**
- In the event of damage, loss, or theft of the Chromebook, I will **immediately** notify my principal or designee for repair or replacement matters.
- I understand that damage to the Chromebook is my responsibility, and that I *may* be held responsible for payment of repairs (see repair information at bottom of page).
- If the Chromebook is lost or stolen because of my failure to follow Board Policies, rules, or guidelines, including this agreement, I will be responsible to reimburse the District for the replacement cost.
- The Chromebook should be transported and stored carefully so it is not susceptible to damage.
- The Chromebook should not be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components.
- I may not make any permanent personally identifying marks on the Chromebook.
- The Chromebook, carrying case, and power cord will be returned to the proper District authority at the completion of education, or at any other time as specifically directed by District authority.
- Use of this Chromebook is governed by and subject to the rules and conditions contained in the District Acceptable Use Policy and other applicable Board Policies, rules, and guidelines.

### **OHS 1:1 Replacement and Repair Information**

I agree that I am responsible to the Odessa R-VII School District for the cost of replacement of a Chromebook or accessories (\$250.00 Chromebook, \$20.00 Protective Case, \$20.00 Charging Cord) that is damaged, lost, or stolen as a result of my intentional act, neglect, or abuse of the Chromebook or because of my failure to follow Board Policies, rules, and guidelines, including this agreement.

As part of your technology usage fee (\$20.00 per year), each Chromebook will be eligible for **one of the following** repairs/replacements at no additional cost, per school year:

- Replacement screen
- Replacement keyboard/palmrest/touchpad
- Replacement charger

- Replacement carrying case

Subsequent or other repairs/replacements will cost:

- Replacement screen = \$30.00
- Replacement keyboard/palmrest/touchpad = \$35.00
- Replacement charger = \$25.00
- Replacement carrying case = \$20.00
- Other parts / repairs = Vary case by case

### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children’s Internet Protection Act (CIPA).

### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited. Students may not install or utilize a VPN or Proxy Server on a District computer/network.

### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials

using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

*Grading and Reporting System*

**GRADE AND WEIGHTING SCALE**

<b>Grade</b>	<b>Regular Quality pts.</b>	<b>Level I Quality pts.</b>	<b>Percent</b>
A	4	4.34	94-100
A-	3.67	4.0	90-93
B+	3.34	3.67	87-89
B	3	3.34	83-86
B-	2.67	3.0	80-82
C+	2.34	2.67	77-79
C	2	2.34	73-76
C-	1.67	2.0	70-72
D+	1.34	1.67	67-69
D	1	1.34	63-66
D-	.67	1.0	60-62
F	0	0.0	59-Below

**GRADE REPORTS**

Grade reports will be emailed out at the end of each grading period. Parents should examine their child’s report. Midterm deficiency reports will be emailed at each midterm grading period. If you have questions about the grades, please feel free to contact the teachers.

**ACADEMIC HONORS (HONOR ROLL)**

Students who achieve academic excellence in the classroom will be recognized at the completion of each semester. To be eligible for the “A Honor Roll” a student must achieve a 3.67 GPA or above. Students eligible for the “B Honor Roll” must achieve a 3.0 GPA or above. No failing grades.

**ACADEMIC LETTERS**

Adopted in 1990-91, the purpose of the Odessa R-VII High School academic letter program is to reward those students who have displayed academic excellence. To earn an academic letter at Odessa R-VII High School the following guidelines will apply:

1. Academic Year – The academic letter year will coincide with the school year - two semesters starting with the fall semester. Seniors graduating at the end of the first semester will have as their academic letter year that one semester as that will be their school year and will, therefore, be eligible to letter during their senior year.

2. Grade Requirements – Students must have a minimum cumulative grade point for the academic (school) year of a 3.50 on a 4.0 scale and no letter grade lower than B-. Only semester grades earned at OHS will be considered for the academic letter, including virtual and dual credit courses. Students transferring into Odessa R-VII High School during the first semester and having semester grades given by the Odessa system shall be considered eligible should they meet the 3.50 GPA.
  
3. Awards – The first time a student earns an academic letter, he/she will be awarded an academic letter, certificate, and bar. For the second, third, and fourth times qualifying, the award will be a certificate and a bar. Presentation of the awards will be Senior Night for the seniors. Underclass students will be recognized at an awards assembly / reception. Should a student transfer between years, the award will be mailed to the student.

*Missouri State High School Activities Association (MSHSAA) Activities*  
**ACTIVITIES AND ORGANIZATIONS OFFERED AT**  
**ODESSA HIGH SCHOOL AND MIDDLE SCHOOL**

**MSHSAA FALL SPORTS AND ACTIVITIES**

FOOTBALL	CROSS COUNTRY	DANCE
SOFTBALL	BOYS SOCCER	BAND
GIRLS TENNIS	GIRLS GOLF	
VOLLEYBALL	CHEERLEADING	

MSHSAA WINTER SPORTS AND ACTIVITIES

WRESTLING	BOYS BASKETBALL	GIRLS BASKETBALL
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MSHSAA SPRING SPORTS AND ACTIVITIES

SPEECH & DEBATE	BOYS GOLF	BASEBALL
VOCAL MUSIC	BOYS TENNIS	GIRLS SOCCER
SCHOLAR BOWL	TRACK	

CLUBS AND ORGANIZATIONS

STUDENT COUNCIL	NHS	PLAY/MUSICAL
DECA	YEARBOOK	FBLA

FFA

FCCLA

MATH RELAYS

SPANISH CLUB

TSA

TRAP

## WELCOME TO THE R-7 ACTIVITY AND ATHLETIC PROGRAMS

Welcome to the Bulldog Activity/Athletic Program! We are excited that you have chosen to participate in one of our fine co-curricular and extracurricular activities. Statistics show that involvement in school programs increases a student's chances of academic success and social adjustment. Since research indicates a student involved in co-curricular activities has a greater chance of success during adulthood, these programs have been established. Many of the character traits required to be successful participants are exactly those that will promote a successful life after high school. We hope the information provided within this handbook makes both your student's and your experience with the Bulldog Activity/Athletic Programs less stressful and more enjoyable.

Your decision to take advantage of this portion of our program will be educational, rewarding, and challenging. The Odessa R-7 School District encourages you to take advantage of as many opportunities as your time and talent will permit. We do not encourage specialization in one sport or activity; rather, we would encourage you to experience a variety of sports as well as other school activities. Naturally, due to conflicts in seasons, practice times, schedules, etc., some choices will have to be made by you. We support you as you strive to grow emotionally, mentally, socially, and physically through our activities and athletics.

### ACTIVITY/ATHLETIC MISSION STATEMENT

The mission of the Bulldog Activity/Athletic Program is to provide the student the opportunity to develop the personal characteristics necessary to become a productive and valuable citizen to your community. Each student will be taught the importance of sportsmanship, dedication, teamwork, participation, and competition. The sponsors and coaches will guide each student to strive to obtain the best education possible and to pursue the academic goals desired as well as give instruction to participate in the activity or sport the student chooses and to do so to the best of their ability.

### ALL RELATED AFFILIATIONS

Odessa R-7 is a member of the Missouri State High School Activities Association (MSHSAA) and a cooperating member of the Missouri River Valley Conference (East/West) and as a member is committed to adhere to the rules and regulations of the MSHSAA.

Presently, there are 14 member schools which are as follows: WEST- Center, Clinton, Harrisonville, Oak Grove, Odessa, Pleasant Hill, Warrensburg. EAST- Carrollton, Higginsville, Holden, Knob Noster, Lexington, and Richmond.

### PARTICIPANT RESPONSIBILITIES

We believe that school activities only enhance your ability to be as successful a student as you can be. We encourage you to commit yourself to being the best you can be both in

and out of the classroom. If the value of school activities is to be achieved, certain responsibilities are expected of the student participants.

Because you are in the public eye, your personal conduct must always be of a quality manner. You have an obligation to create a favorable image and gain the respect of your teammates, the R-7 student body, and the Odessa community.

You are expected to:

Strive to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability, and respect for others and their abilities.

Maintain academic citizenship and eligibility standards as established by the Missouri State High School Activities Association and the Odessa R-7 School District.

Learn the spirit of hard work and sacrifice.

Learn to maintain physical fitness through good health habits.

Desire to excel to the limits of your potential.

Show respect for both authority and property.

Be willing to accept the leadership role that is instilled through the activity and athletic programs.

#### NON-DISCRIMINATION STATEMENT

The Odessa R-7 School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, age, sex, national origin, marital or veteran status or the presence of a non-job related medical condition or disability.

Any person having inquiries concerning Odessa R-7 School District compliance with the regulations implementing Title VI, Title IX, and Section 504 is directed to contact the following persons who have been designated to coordinate efforts to comply with these regulations:

(Title VI & Title IX Contact - Dr. Roger Feagan, Assistant Superintendent and Section 504 Contact - Johnna Lorenz, Director of Special Education)

#### PARTICIPATION GUIDELINES FOR ACTIVITIES AND ATHLETICS

##### Non-Traditional Students Participation Guidelines for Activities and Athletics

Part-time students may be eligible to participate in activities and athletics under the following conditions:

1. Student is enrolled in at least 2 classes per semester; and
2. Student is enrolled, and continues to be enrolled in at least 4 other classes per semester via a homeschool, online, or other approved curriculum; and

3. Student has and maintains all other eligibility requirements required of students enrolled full-time in the District, including, but not limited to, attendance, academic, citizenship, and drug testing requirements. (See all requirements set forth below)

The District reserves the right to request information regarding a part-time student's academics and attendance for courses taken outside of the District setting and to determine whether such courses are sufficient to receive and maintain eligibility under the District's local eligibility rules and MSHSAA requirements. Students who fail to provide sufficient information to the District may be denied eligibility or determined ineligible at a future time.

Select the activity or sport in which the student wishes to participate.

If a student quits one sport, they will not be allowed to go out for a different sport during the same season unless the coach of the sport dropped gives their permission and the coach of the new sport accepts the student.

All students will be transported to and from respective activities via school transportation unless a waiver is signed by the student's parent or guardian. **STUDENTS ARE NOT ALLOWED TO RIDE HOME WITH OTHER STUDENTS.**

If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach prior to the scheduled practice.

All disciplinary action must be satisfied before eligible to participate in extracurricular or co-curricular activities or athletics.

Classroom obligations and rules come first. After-school detention will be served as scheduled. Practices or contests will not be a valid reason for not serving after-school detention.

In the event of truancy, or suspension of a student takes place, the student will not be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration.

The possession or use of alcohol, tobacco, or non-prescriptive drugs is known to be detrimental to the individual as well as the team he/she represents; therefore, disciplinary action will be taken.

## ATTENDANCE

In order to participate in any activity, a student must attend all day on the day of participation; or day prior to the activity, if the event is a non-school day or Saturday event. (Administration will approve doctor/pre-approved absences and or emergency circumstances approved by administration.) Any student that has been suspended from school may not attend or participate in any school function while under suspension.

With regard to athletics- all athletes will maintain a 90% attendance rate to be eligible for participation in sports. This includes attendance prior to, during, and following the sport(s) of their choice to maintain current eligibility during the current school year. When an athlete's attendance falls below 90%, the activity director/principal will recommend the athlete be placed on probation and monitored for ineligibility and/or suspension from the sport.

With regard to activities– ineligibility for participation due to less than 90% attendance shall not apply to activities where a course grade is based upon participation.

## ACADEMICS

In order to be eligible to compete in any extracurricular activity the student must earn 3 credits (6 classes per semester) from the previous semester. Beginning the fourth week of each semester, students in all activities, clubs, and sports will be subject to bi-weekly grade checks and will be allowed full participation by not having any failing grades. Students with failing grades on two consecutive bi-weekly grade checks will be required to attend mandatory tutoring sessions and placed on a probationary eligibility status. The following will need to be followed to remain eligible in their extracurricular activity, club, or organization:

The student will be on probationary eligibility and will be required to attend mandatory tutoring. The student may participate in competitions and exhibitions as long as they meet these criteria:

Students attend the mandatory tutoring each day until the next 2 week grade check.

Tutoring days are Tuesday, Wednesday, and Thursday either before or after school.

Students will be required to show proof of attendance at these sessions.

Failure to attend will result in the student being ineligible, see below.

Students will remain eligible on a probationary status during their 1st tutoring session.

After their 1st 2-week tutoring session, the student will become ineligible if they have 2 or more failing grades, see below.

Students will remain eligible on a probationary status if they only have 1 failing grade and will stay in the tutoring session.

Students will become ineligible for any competition or exhibition if any of the following occur:

After being in tutoring for 2 weeks and having more than 1 failing grade.

Students who do not attend the mandatory tutoring.

Students will be released from mandatory tutoring as soon as they show all grades are raised to a passing level. Any student can voluntarily attend tutoring sessions at any time of the year.

### PRACTICE SESSIONS

Participation in activities is a choice and a privilege. Practices will maximize your skills as well as create a proper team environment.

All practice sessions are required except those excused by the head coach or teacher sponsor of the activity.

If school is dismissed or not in session due to weather conditions, a voluntary practice may be called by the head coach or teacher sponsor with the consent of the School Administration.

Consequences for unexcused absences shall be at the discretion of the head coach and will be given in writing at the beginning of the season

**TARDIES:** Practice times are indicated by a practice schedule, with the participant being prepared to participate at the specified time. After-school detentions are to be served when assigned, and the student will be counted tardy on those days. Consequences for being tardy to practice shall be at the discretion of the head coach.

### ATTITUDE

A student whose attitude is damaging to themselves and the team will be dealt with in the following manner.

The head coach or teacher sponsor will inform and counsel the student.

If the attitude warrants a possible suspension, the head coach or sponsor is required to talk with the parents of the student.

If the condition does not improve, the coaching staff of the sport or teacher sponsor of the activity will have the right to suspend the student from practice and participation in the sport or activity.

If after the suspension the student's attitude remains harmful to the team, they may be suspended for the remainder of that season.

### CITIZENSHIP EXPECTATIONS

Students who represent a school in interscholastic activities must be creditable citizens. Those students whose character or conduct is such as to reflect discredit upon themselves or their school are not considered "creditible citizens." Conduct shall be satisfactory in accordance with the standards of good discipline (MSHSAA By-Law 2.2.2, Citizenship Requirements).

Creditible citizens are:

Students who adhere to the R-7 chemical use and possession policy (see page 14).

Students who are in good standing with the judicial and/or legal system.

Students who are not under school suspension as a result of disciplinary consequences.

Each individual school has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards (MSHSAA By-law 2.2.2, Citizenship Requirements).

#### CITIZENSHIP REQUIREMENTS

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their school are not considered "creditworthy citizens." Conduct shall be satisfactory in accordance with the standards of good discipline.

**Law Enforcement:** A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

#### Local School:

A student who violates a local school policy is ineligible until completion of the prescribed school penalties.

The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.

A student shall not be considered eligible while serving an out-of-school suspension.

A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.

Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.

Each school shall diligently and completely investigate any issue that could affect student eligibility.

**Student Responsibility:** Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

## ODESSA SCHOOL DISCIPLINE

### OUT OF SCHOOL SUSPENSION (OSS) AND IN-SCHOOL SUSPENSION (ISS)

Any student who is assigned out of school suspension (OSS) or in-school suspension (ISS) will NOT be eligible for extracurricular or co-curricular activities or sports beginning with the day that they begin their OSS or ISS and ending on the day following completion of their OSS/ISS term/assignment. OSS/ISS will result in no practice, contest, or competition during the period of suspension.

### STUDENT ACCOUNTABILITY FOR EQUIPMENT

#### CARE OF EQUIPMENT

In order to give the student a sense of responsibility and appreciation for their equipment, each student will be held accountable for the abuse or loss of it. The student in whose name it was issued must pay for any equipment damaged, lost or stolen.

Following these guidelines, hopefully, will reduce the chances for damaged, lost or stolen equipment:

Students should not exchange or loan any of the equipment checked out to them. If an exchange with another student is warranted, it must be changed on the checkout sheet by having the coach/teacher make the adjustment.

Keep lockers closed and locked at all times.

Any loss of equipment should be reported immediately to the head coach or teacher sponsor.

Any protective equipment that does not fit properly or that has any defective parts should be reported to the coach or teacher sponsor immediately.

NO equipment may be checked out to a student in any activity if the student has any outstanding fees, fines, or obligations.

ALL STUDENTS MUST HAVE ALL EQUIPMENT CHECKED IN PRIOR TO BEGINNING PRACTICE FOR THE NEXT SEASON'S ACTIVITY.

#### LOCKER ROOMS

The Varsity locker rooms (Girls and Boys) will be open before and after school, but will be closed and inaccessible during school hours. Students should plan accordingly.

Boys and girls PE and the multipurpose locker room will be open for classes.

#### SPORTSMANSHIP

As a student representing Odessa R-7, it is a student's responsibility to exhibit good sportsmanship at all times. The moment a student puts on a school uniform, they become a representative of the student body, the school, and the community. Each participant will derive the ingredients of good sportsmanship through the instruction, coaching, and by example of the coaching staff and teachers. Students should exhibit what they learn. A very important lesson learned through athletics and contests is that by hard work and education, students improve. If each student is willing to recognize the ability he/she possesses, along with hard work, his/her success can be achieved in athletics and many activities.

A good attitude is one of the principal requisites in becoming a champion in any sport or activity. Attitude is best defined by how a person thinks, feels, and acts. The desire to excel, to win, and to accept defeat gracefully are all positive points and attributes of a winning philosophy.

A winning philosophy is important, but students must also realize the importance of how the game or activity is played, as well as viewed. Simple acts or gestures of respect such as: displaying good conduct, cooperating with officials, shaking hands with an opponent before and after the game, showing self-control at all times, accepting decisions and abiding by them, accepting both victory and defeat with pride and compassion, and never being boastful or bitter, will aid each student and their team in exhibiting the standards of good sportsmanship expected of students at Odessa R-7.

There are, and will be, disappointments in athletics and activities. It is how a student reacts to these disappointments that will measure what values have been learned at the activity, on the athletic fields, courts, and mats during his/her school years.

#### Interscholastic Behavior Guidelines

All players, coaches/sponsors, parents and other fans attending any interscholastic contest are expected to:

Maintain pride for self and school.

Strive to keep high standards of conduct.

Refrain from using profanity or implied profanity.

Not engage in disrespectful chants, including personal remarks directed at players and officials.

Not single out players by number or name.

Not display disrespectful behaviors to other fans, players, or cheerleaders.

**CHEER FOR YOUR OWN TEAM AND YOUR OWN KIDS—NOT AGAINST THE OTHER TEAM OR OFFICIALS!**

Be a creditable citizen at all times.

Abide by the Odessa R-7 Board Policy by only using tobacco products in assigned areas

If sportsmanship is not followed, the following steps will be taken as recommended by MSHSAA Board Policy (43, p. 110):

**PLAYERS**—When a player is assessed a penalty by a game official for unsportsmanlike conduct, the coach should remove the player from the game. If there are extenuating circumstances making the athlete's conduct more serious, the penalty imposed by the school shall be more severe.

**STUDENT/FANS**—Action regarding the misconduct of a student or fan shall range from a warning to being required to appear before the Board of Education to show reason why that person should not be prohibited from attending future games. Violent acts shall result in charges being brought against the individual or information being provided to the prosecuting attorney, who may bring charges under Missouri law.

Action regarding all other acts of poor sportsmanship or misconduct should be appropriate to the offense committed.

## ODESSA R-7 POLICIES

### ACTIVITY CONFLICT PRIORITY LIST

In an effort to allow our students the opportunity to make the most of their high school experience, we encourage them to participate in multiple activities. Students should make reasonable choices when participating in activities to not create conflicts between activities. This involves good decision-making skills, prioritizing, and long-range goals and aspirations; however, when a conflict arises between two school-sponsored activities, administrative priority will follow this order of precedence.

National events

State events

District events

Conference events

Interscholastic events

School performances

Required practices (dress rehearsal)

Regular practices

Proper communication between the student, parent, and coach or sponsor will help to alleviate any conflicts that may arise.

Excused absences even for school activities may still require conditioning to make up for the natural conditioning associated in a practice session.

### STUDENT HAZING

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes but is not limited to exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments, threats of physical harm, infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct. Non-students who participate in or enable the hazing of students may be excluded from attendance at school activities and school athletic events.

## RANDOM DRUG TESTING

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

### Random Drug Testing

Participation in extracurricular activities, co-curricular activities and parking on campus are privileges and carry with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 7-12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association(MSHSAA) and any Odessa High School and Odessa Middle School extracurricular and co-curricular activity. Additionally, any students who park on campus will be subjected to random testing. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

## CHEMICAL USE/POSSESSION POLICY

### Philosophy

The Odessa R-7 School District recognizes the use and/or possession of tobacco, mood-altering chemicals and performance-enhancing chemicals as a significant health problem for adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The possession or use of tobacco, performance-enhancing chemicals and of mood-altering chemicals, such as alcohol, drugs, marijuana, etc., by adolescents affects extracurricular participation and the development of related skills.

### Statement of Purpose

To recognize and elevate the physical and emotional potential of students in a positive manner, and encourage the growth of these students in an atmosphere of responsible citizenship.

To emphasize the school's concern for maintaining and improving the health and safety of students while participating in activities.

To promote his/her awareness of the long-term physical and emotional effects of chemical use on health.

To promote equity and sense of order and discipline among students.

To confirm and support existing state laws that restrict the use of chemicals.

To establish and promote high standards of conduct for those students who are leaders and standard-bearers among their peers.

To assist students who desire to resist peer pressure that directs them toward the use of chemicals.

To provide prevention guidelines for chemical abuse in the activity programs for students and staff advisors of R-7 School District.

### Objectives

To establish a prevention program that includes penalty guidelines, as well as assurance that fair treatment is received for the action. The three major components of fair treatment are:

Certainty — enforcement of consequences will follow the violation.

Severity — fair penalty for the act.

Promptness — promptness of the process; must be immediate.

### CONSEQUENCES FOR CHEMICAL ABUSE

*Regardless of quantity, a student shall not use or possess tobacco; have in possession or use a beverage containing alcohol; use or consume, have in possession, buy, sell, or give away illegal drugs or chemicals, or any substance defined by law as a drug specifically prescribed for the student's own use by his/her doctor; or use or be in possession of drug paraphernalia. The use of prescribed or non-prescribed performance-enhancing products is strictly prohibited by the Odessa R-7 School District.*

The use of each type of chemical can adversely affect the student on a short- or long-term basis. Chemical substances are defined as tobacco, alcohol, performance-enhancing, mood-altering chemicals, and drug paraphernalia.

The following are minimum guidelines that shall be applied for the violation of the chemical abuse rules. Each coach/sponsor shall have the option of assigning additional penalties for any violation.

#### First Violation:

For the first offense, the student shall be suspended from student parking privileges on school property as well as participation in all in-season or off-season extracurricular and/or co-curricular activities, offered by OHS and OMS, for 30 days. This suspension can be reduced to 15 if the parent/guardian obtains, at the parent/guardian's expense, a substance abuse evaluation and educational counseling (certified by the Missouri Department Mental Health, Division of Alcohol and Drug Abuse) for the student

deemed appropriate by the evaluation. If the student is 18 years of age and has established a residence on his or her own, the student's signature is all that is required.

Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and participate in classroom activities. If the student/parent seeks to reduce this consequence by scheduling a substance abuse evaluation, the appointment must be confirmed before the student will be allowed to participate or park. Further, the student must attend the evaluation session within seven business days of the confirmed test result.

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 Violation:

For the second offense, the student shall be suspended from student parking privileges on school property as well as participation in all in-season or off-season extracurricular and/or co-curricular activities, offered by OHS and OMS, for 90 days. The stipulations for the first offense shall continue to apply. This suspension can be reduced to 45 days if the parent/guardian obtains, at the parent/guardian's expense, a substance abuse

evaluation and the education/counseling (certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse) for the student deemed appropriate by the evaluation.

#### Third Violation:

For the third offense, the student shall be suspended from student parking privileges on school property as well as participation in all in-season or off-season extracurricular and/or co-curricular activities, offered by OHS and OMS, for 365 days. The stipulations of the first offense shall continue to apply. No reduction shall be allowed for this suspension.

#### Fourth Violation:

For the fourth offense, the student will be excluded from all covered activities and parking on campus for the rest of the student's enrollment in the district.

#### Self-Report Honesty Provision for possession

In order to encourage students to come forward for help when needed and to encourage students to be honest and truthful citizens, we have added a "one-time" opportunity Honesty Provision. In regards to chemical substances, a student who self-reports a violation to their coach or sponsor or school authority on their own volition prior to school knowledge, may have consequences reduced based on the above reduction criteria.

## Commitment Form

The Odessa R-7 District Activity Commitment Form must be completed and turned in prior to the start of the student-athlete's respected season. Parents and participants should read completely the policies and information in the activity/athletic handbook.

Parents and students must both sign off on the commitment form. The signed form is a contractual understanding between students/parents/coaches/sponsors of the following requirements for participation.

MSHSAA physical and personal medical insurance is provided.

Participation in athletics and activities is voluntary and a privilege.

The handbook has been read, discussed, and questions answered in regard to the document.

Participants will follow the school district policies and comply with the requirements listed in the handbook.

Parents will support the high school in its efforts to promote good citizenship and the requirements listed in the handbook.

The commitment form must be completed for each school year. Only one commitment form needs to be on file per student.

Summer participation is encouraged, but voluntary.

### DUE PROCESS FOR ATHLETES/ACTIVITIES

The student, along with their parents and/or guardians, will be informed that they have been accused of violating the *TOBACCO PRODUCTS, ALCOHOL, ILLEGAL DRUG or LOSS OF SCHOOL TIME* portion of the Code of Conduct.

A hearing before a panel of five (5) persons will be scheduled for the next school day. The panel will consist of the principal, activity director, a teacher, an assistant coach, and the head coach, or sponsor of the sport/activity in season. The principal or the activity director will select the panel.

The student and the parents will be informed of the accusations. Any eyewitnesses will be asked for information regarding the accusation.

The panel will determine the guilt or innocence based on the information given at the hearing. The minutes of the Due Process will be held in closed records.

### PROTECT YOUR ELIGIBILITY

In order to be eligible for the athletic program at Odessa R-7, a student must meet the eligibility requirements of the Missouri State High School Activities Association, as well as those of Odessa R-7. Students should always check with the coach or the activities

director when they have any questions concerning eligibility. Here are some basic guidelines.

A student shall not have reached the age of 19 prior to July 1

A student must be a good school citizen and judged so by the administration.

Students in the 9th-12th grades will need to pass 3.0 units of credit or 80% of the maximum-allowable credits which may be earned, whichever is greater, to maintain eligibility for the next semester.

A student may not receive coaching instructions from anyone other than the coaching staff employed by the Odessa R-7 School District in the sport in which they participate during the duration of that season. Parental help is legal and acceptable.

A student must not be in attendance at any high school for more than eight consecutive semesters.

A student shall enter school within 11 days of the beginning of the semester.

A student must turn in a completed physical examination form, which includes medical clearance, parental permission, proof of insurance, and concussion clearance signature before they will be allowed to participate in the first day of practice.

A student must turn in the commitment form which accompanies the handbook, signed by the student and his/her parent or guardian.

A student must not have received cash, merchandise, and/or gift certificates for participating in an athletic contest. Awards that are symbolic in nature, such as medals, trophies, ribbons, plaques, etc., for participating in a school athletic program are permissible. However, these awards may be received only from the student's school, from a school hosting an event, or from the MSHSAA.

A student may not participate in any organized, non-school athletic competition, and a school team in the same sport during the same season.

Summer school courses may count toward maintaining academic eligibility provided the following requirements are met.

Credit earned for the summer school course is placed on the student's school transcript

The course(s) must be a core course and must be a requirement toward meeting graduation/promotion requirements (math, science, language arts, practical arts, etc).

No electives may be counted toward this requirement

Correspondence courses may not count as summer school credit

No more than one credit earned in summer school shall count toward maintaining academic eligibility

MSHSAA Protect Your Eligibility handout: See Appendix 4

ANY QUESTIONS CONCERNING ELIGIBILITY THAT HAVE NOT BEEN ANSWERED HERE SHOULD BE DIRECTED TO THE COACH, ACTIVITIES DIRECTOR OR PRINCIPAL.

Final Forms , PHYSICAL EXAMINATIONS AND INSURANCE REQUIREMENTS

Athletic By-Law 1.7 (a) in the MSHSAA Handbook states: The school shall require each student participating in athletics to provide a physician's certificate stating that they are physically able to participate in athletic contests of their school. The medical certificate is valid for 2 years (730 days). Additionally, a Pre-Participation packet (insurance, concussion information, emergency contacts) is also required annually.

All physicals must be uploaded into each student Final Forms account. Instructions on how to set up a student's Final Forms account can be found by clicking here: [Final Forms registration](#)

Athletic By-Law 1.7 (b) in the MSHSAA Handbook states: A student shall not be permitted to practice or compete for a school until it has verification that they have basic athletic insurance coverage.

MAKE SURE THAT ALL REQUIRED SIGNATURES HAVE BEEN OBTAINED TO AVOID DELAY IN YOUR ATHLETIC PARTICIPATION

ATHLETIC INJURIES

Athletic injuries will occur no matter how much effort is made to prevent them. For that reason, the following must be observed:

Participants must have insurance that will cover injuries sustained through athletic participation.

All injuries must be reported to the head coach immediately.

Incident forms must be filled out and turned into the office immediately.

In case of emergencies, the student will be taken to the nearest hospital or doctor unless parents indicate otherwise.

Participants shall notify the coach of any special medical problems.

If an injury is discovered after the student has gone home, they shall notify the coach immediately

MEDICAL RELEASE AND ATHLETIC PARTICIPATION

If an athlete's injury requires the attention of a physician or emergency room personnel, Odessa R-7 athletics/activities are bound by liability and policy to have a written doctor's release for a student-athlete to return to practice or play.

We appreciate parents making decisions as to the health of your children and whether or not they need to be seen by a doctor. This is your parental right. Legally, we cannot allow a student-athlete back into our athletic programs once a doctor has seen him/her until the athlete has been given a written release by his/her doctor for a return to normal activities.

With the high cost of medical care, upon any visit to an emergency room or doctor to whom you take your student-athlete, PLEASE REQUEST THAT THE MEDICAL PERSONNEL PROVIDE WRITTEN ORDERS WHEN IT IS APPROPRIATE FOR YOUR STUDENT-ATHLETE TO RETURN TO NORMAL ACTIVITIES.

## PARENT INFORMATION

### RELATIONSHIP EXPECTATIONS

#### Student/Coach/Sponsor relationship

The student/coach/sponsor relationship is the most important relationship of all due to the significant amount of time spent working together to obtain the goals of the student. Coaches and Sponsors are expected to guide and influence students to achieve the highest success for the student in their particular activity. Each student has their own unique personalities, as do the coaches and sponsors. We expect our coaches/sponsors to reach the student in the best way possible. To further the overall development of the student, they are encouraged to communicate with their coach/sponsor if an issue arises throughout the season.

#### Parent/Coach relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, everyone is better able to accept the actions of the other and provide greater benefit to the students. As parents, when your student becomes involved in a program, you have the right to understand what expectations are placed on your student. This begins with clear communication from the coach of your student's program. Coaches and parents are expected to encourage and praise students in their attempt to improve themselves as students, athletes, and citizens. Parents can facilitate this by gaining understanding and appreciation of all aspects of the sport/activity and the expectations placed on your student.

#### Communications That Coaches/Sponsors Expect from Parents:

Concerns should be expressed directly to the head coach/sponsor.

Notification of any schedule conflicts should be shared well in advance.

An appointment should be scheduled to discuss any specific concern in regard to a coach's/sponsor's philosophy and/or expectations if there is ever a question. Parents and coaches should help their students learn that success is achieved in the development of a skill and should make student-athletes feel good about themselves, regardless of the

outcome of any contest. As your students become involved in the programs in Odessa, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your students wish. If you, as a parent, have a concern, encourage your student to speak with the coach. If that doesn't satisfy your concern, then take time to talk with coaches in an appropriate manner, including proper time and place, being sure to follow the proper chain of command (page 21).

#### Communications You Should Expect From Your Student's Coach/Sponsor:

Philosophy of the coach/sponsor.

Expectations the coach/sponsor has for your student as well as for all the students involved in the activity.

Location and times of all practices and contests.

Team requirements (fees, special equipment, off-season conditioning).

Procedure should your student be injured during participation.

Discipline that results in the denial of your student's participation.

Requirements to earn a school letter for that activity.

#### Appropriate Concerns to Discuss With Coaches/Sponsors:

The treatment of your student mentally and physically.

Ways to help your student improve.

Concerns about your student's behavior.

Sometimes it is very difficult to accept your student not playing as much as you may hope. Coaches/Sponsors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student's coach/sponsor. Other things, such as those listed next, must be left to the discretion of the coach/sponsor.

#### Issues Not Appropriate to Discuss with Coaches/Sponsors:

Playing time

Team Strategy

Play calling

Other Student-athletes/participants

There are situations that may require a conference between the coach/sponsor, student and parent. These are encouraged. It is important that both parties involved have a clear

understanding of the other's position. Everyone involved is expected to be respectful, to recognize and show appreciation for the other's role, and to reinforce the school's policies and procedures as outlined in this handbook. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

#### PROCEDURE FOR CONFLICT RESOLUTION

The student must have brought the issue up with the coach prior to a parent meeting with the coach. To help with the comfort of the student, they may ask a teammate to accompany them in the meeting with the coach.

The Parent should call to set up a meeting with the coach. The coach has the right to invite an assistant coach to this meeting. Additionally, the student must be present in the meeting.

Please do not attempt to confront a coach/sponsor before, during, or after a contest or practice. These can be emotional times for both the parent and the coach/sponsor. Meetings of this nature usually do not promote resolution.

#### WHAT TO DO IF THE MEETING DOES NOT PROVIDE A SATISFACTORY RESOLUTION

Call to set up a meeting with the Athletic Director, Coach, Assistant Coach, Parent, and Student.

At this meeting, the appropriate next step can be determined. This may include additional administration if necessary.

#### COMPETITIVE PROGRAM SELECTION

Coaches/sponsors are hired by the school district to be responsible for establishing criteria for selection with input from their staff. This may be a highly subjective process. Selection and decisions regarding game/performance situations are the sole responsibility of this staff.

At times, there are limited opportunities for students due to the competitive nature of high school athletics/activities. While this is not our desire, it is a reality. It is extremely difficult for coaches/sponsors to tell young people they will not be placed on the team/performance group for which they want to participate, or that they have not made any team/performance group at all. All students, regardless of their grade in school, should understand that these are real possibilities.

If selected, a student should be prepared to accept placement at any level and complete the season in good standing. Parents should also prepare themselves for this and accept the coach's/sponsor's decisions.

Coaches/sponsors are expected to assemble the most competitive team possible, by selecting individuals, filling positions according to need and appropriately placing students on the proper team/performance group, then defining each individual's role, based on certain criteria, including but not limited to, citizenship, sport/activity specific ability, sport/activity specific skills, ability to work together, and willingness to learn.

All students have an equal opportunity to make a varsity team/performance group. Seniors must be willing to accept and fulfill a role the team/performance group needs. Being a senior does not give the student the right to be on a team/performance group.

There are many non-school teams/performance groups sponsored by different organizations through which students can gain valuable experiences by participating on these teams/performance groups. However, it is very important that students and parents understand that participation on a non-school team/performance group does not guarantee any player a place on the high school team/performance group.

The main goal of any level of competitive athletics/activities is to put the most talented members of any team/performance group in competition to win the contests. Starting positions and playing time are not guaranteed to anyone. Each member of a team/performance group is valuable to the team's/performance group's overall progress. Some members may play a great deal of the time in a contest while others may not play what a parent would consider "significant playing time." Regardless of time spent in actual competition, simply by being part of a team/performance group, a student can learn many valuable lessons such as: sportsmanship, working together to meet team/performance group goals, commitment, placing team/performance group above self, learning to accept instruction and criticism, respect for others, winning and losing with dignity, and being responsible for one's own actions.

#### ACTIVITY AND ATHLETIC AWARDS

Students must meet and abide by MSHSAA rules and regulations for eligibility and standards established by Odessa High School. The following lettering system was established at the beginning of the 1982-83 school year.

##### Varsity Letter Requirements:

To earn a varsity letter, the student must participate in a game/match for the set amount of time determined by the head coach. This requirement will be distributed in writing to each participant prior to the start of the season. The head coach may award a varsity letter to a student who does not meet the requirement of time if the coach feels the student has made a significant impact to the varsity team. The following is how the varsity letter is distributed and displayed.

The award for first year participation on a VARSITY team shall be an 8-inch red letter O, an emblem of the sport and a bar which signifies one year of participation.

A varsity letter winner will receive an 8-inch white letter O if their team wins an MRVC conference championship.

Awards for second year participation on a Varsity team, and each year thereafter, shall be a bar. Bars are reserved for the Varsity letter.

An athlete who meets the criteria for receiving a Varsity letter in a second or third sport shall be awarded that sport emblem.

A senior athlete who participated as a junior in a particular sport, but did not letter and is in good standing in that sport as a senior, will receive a Varsity letter.

Other awards that an athlete may receive as a team and/or individual, such as All-Conference, All-District, and All-State will be purchased by the athlete (this includes patches).

4-year Varsity letter winners will be recognized by having their name added to an award plaque established by the school and displayed in the athletic trophy case.

Medals may be worn on letter jackets, but only athletic insignia and metal bars awarded by Odessa High School may be worn on a school athletic letter.

Managers may be awarded letters with the appropriate emblem MGR at the discretion of the coach.

#### Sub-Varsity Lettering guidelines:

The award for participation on a FRESHMAN team shall be a 4-inch letter O and the emblem of that sport. Only one 4-inch letter O will be issued. Sport emblems will NOT be awarded for each 9<sup>th</sup> grade sport in which a freshman athlete earns a freshman letter. NO bars will be awarded or worn on a freshman letter.

The award for participation on a JUNIOR VARSITY team shall be a 4-inch letter O and the emblem of that sport. Only one 4-inch letter O will be issued. Sports emblems will NOT be awarded for each JV sport in which an athlete earns a JV letter. NO bars will be awarded or worn on a JV letter.

An athlete that meets the criteria to letter in more than one level of competition of the same sport will be given only the award of the highest level of competition. For example, an athlete who meets the criteria to letter on the freshman, Junior Varsity, and Varsity levels of one sport will receive only the Varsity letter.

#### MRVC West Academic All Conference:

To be recognized as a member of an Academic All- Conference Team, the student/athlete must meet the following criteria:

1. A cumulative GPA of 3.5 or better on a 4.0 scale at the end of the previous semester.
2. A varsity letterman.

3. A recommendation by the head coach.

\*For fall sports, freshman GPA's will be determined by the final semester of their 8<sup>th</sup> grade year.

ALL ATHLETES MUST FINISH THE SEASON IN GOOD STANDING IN ORDER TO BE ELIGIBLE FOR A VARSITY, JUNIOR VARSITY, OR FRESHMAN LETTER.

#### COLLEGE-BOUND ATHLETES

The Activity Director and Guidance Office have material published by the MSHSAA, which establishes guidelines that must be adhered to by both the athlete and the colleges involved in recruitment of athletes. All senior athletes should secure this information and adhere to the guidelines to protect eligibility in college athletics.

#### ACT

All college bound athletes need to take their ACT test by the end of their junior season. This gives them the knowledge of where they fall on the NCAA Clearinghouse sliding scale.

#### NCAA AND NAIA ELIGIBILITY CENTER

In order to participate in NCAA Division 1, 2, or 3 or NAIA athletics, all students must complete the online eligibility requirements. The athletic director will be happy to help anyone in fulfilling these requirements.

Below are the links to each organization's online eligibility center:

NCAA eligibility center website:

[http://eligibilitycenter.org/ECWR2/NCAA\\_EMS/NCAA.html](http://eligibilitycenter.org/ECWR2/NCAA_EMS/NCAA.html)

NAIA eligibility website:

<http://www.playnaia.org/>

#### STUDENT ACTIVITY LEADERSHIP TEAM

The Student Activity Advisory Team is a group of students who are representatives of various high school activities. This team meets on a regular basis with the activity director. The students on the team give focus, insight, and suggestion as to school issues of sportsmanship, coach/sponsor communication, and activity rules and policies. Students are recommended to the council by coaches and sponsors. The selected students will be required to agree to and sign a separate code of ethics agreement.

#### Appendix

2026-2027 Odessa R-7 Commitment Form (part of registration)

2026-2027 Physical Examination Form (updated 6/2019)

May be found online at: <https://www.mshsaa.org/resources/PDF/Current%20Pre-participation%20Physical%20Evaluation%20-%20PPE-History%20Form-English.pdf>

2026-2027 Concussion Handouts

May be found online at:

[https://www.mshsaa.org/resources/pdf/ConcussionPacketHB300\\_Final.pdf](https://www.mshsaa.org/resources/pdf/ConcussionPacketHB300_Final.pdf)

2026-2027 MSHSAA Eligibility Handout

May be found online at:

<https://www.mshsaa.org/>

*District Sponsored Extracurricular Activities and Clubs I-210-S*

<b>ATHLETIC ACTIVITIES</b> <i>*Indicates both male &amp; female programs offered</i>			
Baseball	Cross Country *	Softball	Volleyball
Basketball *	Football	Tennis *	Wrestling *
Cheerleading	Golf *	Track *	Soccer *

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Transportation to Events

When school activities are away from home, ALL students are required to ride the bus, or other transportation furnished by the school, both to and from the activity. The only exception to this regulation is made when the supervising sponsor releases the student directly to his/her parents after the parents check out the student.

A student's high school experience can be enriched through his/her participation in student activities. Odessa High School offers extensive opportunities to become involved as follows:

<b>NON-ATHLETIC ACTIVITIES</b> <i>Additional information available in the OHS Activities Handbook</i>		
A+ Program	FBLA Future Business Leaders of America	NAHS National Art Honor Society
Academic Bowl	FCA Fellowship of Christian Athletes	NHS National Honor Society
Bands	FCCLA Family Career & Community Leaders of America	Newspaper (The Growler)
Brat Pack (Readers Club)	FEA Future Educators of America	Science Club
Choirs	FFA	Spanish Club
Color/Winter Guards	Green Team	Student Council
Dance Team	History Club	Trapshooting Club
DECA Distributive Ed. Club of America	Mentor Program	TSA Technology Student Association

Drama Club	Tabletop Gaming Club	Yearbook (OMOLA)
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### **Activity Participation**

Students who choose to participate in extracurricular activities and school-sponsored dances, including prom, must meet the **90% attendance policy**. For dances, students may submit an attendance appeal to administration if below 90% attendance. These appeals will be reviewed on a case by case basis.

In order to participate in any activity, a student must attend all day on the day of participation; or day prior to the activity, if the event is a non-school day or Saturday event. (Administration will approve doctor/pre-approved absences and or emergency circumstances approved by administration).

Any student that has been suspended from school cannot attend or participate in any school function under suspension.

OHS students who wish to bring a guest to a school dance must complete a Guest Permission Form. Guests must be in good standing and no younger than freshman grade level or older than age 20. Once students leave a school dance or activity, they may not return.

### **Student Council**

The purpose of OHS Student Council will be to promote the general welfare of the school; to facilitate a harmonious relationship between students and faculty; to improve the school environment by increasing school spirit and scholarship; and to give all students a voice through their representatives in the student council meetings. Membership shall be composed of six representatives from each class grades 9 through 11 and eight representatives for grade 12. Representatives shall serve for the entire school year.

Each member must meet the following requirements:

1. Have a good conduct record.
2. 90% attendance minimum (verified extended illness, hospitalization, or injuries are the only exceptions).
3. A minimum cumulative GPA of 2.5 for members and 3.0 for officers.

In addition, the following officers shall be elected to the Student Council: President, Vice President, Corresponding Secretary, Recording Secretary, Reporter and Treasurer. Members of the Student Council may serve as many terms as they are duly elected. Class presidents (grades 9-12) shall serve as student council members at large. The Principal

and Assistant Principal shall be honorary members and shall select a faculty sponsor to work with the group.

Reference: Current Student Council Constitution & By-Laws.

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District’s disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

*School Cancellations and/or Early Dismissal*

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the school messaging system, local media, and social media to notify students and parents/guardians. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

*Class Schedules/Bell Schedules*

**STANDARD DAY**

**7:35 am - 2:45 pm**

<b>DAILY SCHEDULE</b>	<b>START TIME</b>	<b>END TIME</b>
Teacher Reporting Time	7:00 am	3:00 pm
Take Up / Tardy Bells	7:30 am	7:35 am

1 <sup>st</sup> Period	7:35 am	8:24 am
2 <sup>nd</sup> Period	8:29 am	9:18 am
3 <sup>rd</sup> Period	9:23 am	10:12 am
4 <sup>th</sup> Period	10:17 am	11:06 am
5 <sup>th</sup> Period (Bulldog Block)	11:11 am	11:37 am
6 <sup>th</sup> Period	11:42 am	1:00 pm
<i>Lunch Shift 1</i>	11:37 am	11:57 am
<i>Lunch Shift 2</i>	11:57 am	12:17 pm
<i>Lunch Shift 3</i>	12:17 pm	12:37 pm
<i>Lunch Shift 4</i>	12:37 pm	12:57 pm
7 <sup>th</sup> Period	1:02 pm	1:51 pm
8 <sup>th</sup> Period	1:56 pm	2:45 pm

***EARLY RELEASE DAY***

***7:35 am - 12:00 pm***

<b>DAILY SCHEDULE</b>	<b>START TIME</b>	<b>END TIME</b>
Teacher Reporting Time	7:00 am	12:15 pm

Take Up / Tardy Bells	7:30 am	7:35 am
1 <sup>st</sup> Period	7:35 am	8:05 am
2 <sup>nd</sup> Period	8:10 am	8:36 am
3 <sup>rd</sup> Period	8:41 am	9:07 am
4 <sup>th</sup> Period	9:12 am	9:38 am
5 <sup>th</sup> Period (Bulldog Block)	N/A	N/A
6 <sup>th</sup> Period	9:43 am	10:09 am
7 <sup>th</sup> Period	10:14 am	11:29 am
<i>Lunch Shift 1</i>	10:09 am	10:29 am
<i>Lunch Shift 2</i>	10:29 am.	10:49 am
<i>Lunch Shift 3</i>	10:49 am	11:09 am
<i>Lunch Shift 4</i>	11:09 am	11:29 am
8 <sup>th</sup> Period	11:34 am	12:00 pm

***LATE START DAY***

***9:35 am - 2:45 pm***

<b>DAILY SCHEDULE</b>	<b>START TIME</b>	<b>END TIME</b>
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Teacher Reporting Time	9:00 am	3:00 pm
Take Up / Tardy Bells	9:30 am	9:35 am
1 <sup>st</sup> Period	9:35 am	10:10 am
2 <sup>nd</sup> Period	10:15 am	10:48 am
3 <sup>rd</sup> Period	10:53 am	11:28 am
4 <sup>th</sup> Period	11:33 am	12:08 pm
5 <sup>th</sup> Period (Bulldog Block)	N/A	N/A
6 <sup>th</sup> Period	12:13 pm	1:28 pm
<i>Lunch Shift 1</i>	12:08 pm	12:28 pm
<i>Lunch Shift 2</i>	12:28 pm	12:48 pm
<i>Lunch Shift 3</i>	12:48 pm	1:08 pm
<i>Lunch Shift 4</i>	1:08 pm	1:28 pm
7 <sup>th</sup> Period	1:33 pm	2:07 pm
8 <sup>th</sup> Period	2:12 pm	2:45 pm

### CLASS CHANGES

A master schedule of classes offered and teacher assignments are developed based on student pre-enrollment. No class changes will be made after the first three (3) days of each semester.

## CLASSIFICATION OF STUDENTS

The following will be established to guide students in understanding their grade classification for the high school years. It will be the goal of each student entering OHS to earn the required number of credits set forth by the State of Missouri and/or the Odessa Board of Education to receive a high school diploma within a four-year period. Upon entering OHS each student will be classified as a freshman and advance with their grade successively. Students transferring to OHS will be appointed to the class level that they had achieved from their previous school. Once achieving senior class classification, students remain at this level until graduation.

## HALL PASSES

When it is necessary for a student to be in the hallway during class time, a student will be required to submit a digital pass through E-Hall pass assigned by the appropriate teacher, administrator and/or office staff.

### *Telephone Messages and Deliveries*

Classes will not be interrupted for delivery of phone messages or for student phone calls. If a student needs to be contacted, they will be notified and may pick up their message or make phone calls between classes. However, in the event of an emergency and it is necessary to speak to a student immediately, the parent/guardian should inform the office personnel.

The delivery of flowers, balloons, and various other special gifts will be accepted at the office. Arrangements have been made with the local vendors on the process of delivery, student notification, and pick-up.

### *Lockers*

Lockers are available per request through OHS administration and may be used by students as long as this privilege is not abused and the following guidelines are followed:

1. No more than two students are assigned to a locker. **DO NOT GIVE THE COMBINATION TO OTHER STUDENTS!**
2. Lockers are to remain neat. You are responsible for the upkeep of both the inside and outside of your Locker.
3. Students may use their lockers during passing periods and not as an excuse for being late to class.
4. Locker doors should be closed appropriately, not slammed. To ensure proper security, spin the knob on your combination lock.
5. Your locker may be inspected at any time without notification.
6. Students are not allowed to change lockers with another student without the permission of an Administrator.
7. Protect your property since the school is not responsible for valuables or money taken without permission.

### *Supply Lists*

Students attending classes at Odessa R-VII are not charged for textbooks. Students are expected to provide materials as may be required by their teachers, such as pencils, pens, paper, spiral and three-ring binders for class notes, and special supplies for art, vocational technology, vocational agriculture, and family consumer science classes.

Other expectations for the student include (in no particular order):

1. Bring necessary materials.
2. Be an attentive participant.
3. Be respectful and courteous.
4. Take responsibility for school property.
5. Use appropriate classroom language and conversation.
6. Follow school dress guidelines.
7. Students attending field trips or school activities that require absence from class are responsible for turning in work or obtaining assignments prior to the absence.

When damage to school property occurs, all possible means will be made to identify the student(s) responsible and to deal with them accordingly. They will be responsible for paying for the damage. If textbooks given to the students by the school are damaged or lost, the student must cover the cost of a replacement. If a student handbook is lost, replacements must be purchased in the office.

### *Student Debts – Fees, Fines, Dues*

1. OHS Student Fees are as follows
  - OHS Student Class Fees will be \$20/year
  - Student Technology Usage Fee will be \$20/year to cover 1:1 Chromebook Policy
2. Textbooks are provided free of charge (excluding dual credit courses). However, students are responsible for taking care of their textbooks and turning them in at the appropriate time. Students must pay for lost and/or damaged textbooks or equipment.
3. Library materials should be cared for and returned at the appropriate time. Students must pay for lost or damaged books and library fines.
4. Students in certain classes who wish to make projects for their own use will be expected to furnish materials for those projects. In addition, fees may be charged for some classes that have consumable projects; students will be notified of any fee in advance.

Students, including withdrawal students, ACE or drop students, will be notified of outstanding fees/fines. These must be paid before attending dances, prom, etc.

### *Student Parking*

Students driving to school and wishing to park on school premises must register their motor vehicles in the office, park correctly, and abide by safe driving rules. Students are permitted to park on school premises as a matter of privilege, and student-parking privileges can be revoked and/or incur the cost of towing due to a violation.

Parking regulations on school premises are as follows:

1. The student must have and display a parking permit to park on a school parking lot during the school day.
2. Parking permits will be available on a first come, first served basis to students during registration for school. Permits will only be available for the number of student parking spaces on school premises.
3. The first three rows of parking spaces (numbered spaces) in the north parking lot and the parking area directly to the east of the front drive are reserved for high school staff.
4. Improper driving habits, inappropriate parking, and/or persistent safety violations.
5. The speed limit on school premises is five miles per hour.
6. During the school day, students are not permitted to go to parked vehicles or be in the parking lot without permission from an administrator.
7. Students are not to park in the drive behind the high school building or off asphalt and concrete parking areas on school premises.
8. Vehicles parked on school premises should be locked. The Odessa R-7 School District is not responsible for student vehicles or their contents while parked on school premises.
9. Vehicles parked on school premises may be searched.
10. Loitering in parking lots is not allowed.
11. Vehicles that have bumper stickers, objects or material deemed offensive by administration will not be allowed to park on school grounds.
12. Students wishing to obtain a parking permit must sign the student parking permit agreement before a parking permit will be assigned.

### *Chaperone Policy*

The Odessa R-VII School District recognizes the importance of employee and parental chaperones who accompany District students to events off of District property and who help supervise and oversee events on District property. These adults perform a vital service for the District and help to ensure the safety, security, and enjoyment of the students participating in a chaperoned event.

All Chaperones, whether employee, parent or other adult, must conduct themselves in a manner that effectively promotes the safety, security, and enjoyment of the students participating in the chaperoned event. All chaperones ~~must complete and submit an application and~~ will be required to complete a background check before they are allowed to attend an activity as a chaperone. To this end, no chaperone shall engage in any

conduct which is or which could be perceived as detrimental to the chaperone's function of ensuring the safety, security, and enjoyment of the students under the chaperone's care. A chaperone shall not possess, use or consume alcoholic beverages and/or illegal drugs or other illegal substances during any District activity, whether school-sponsored or student-sponsored, or at any other time while serving as a chaperone.

Any employee who violates this Policy may be subject to disciplinary action up to and including termination of employment. Any parent or other adult who violates this Policy will lose chaperoning privileges for the remainder of the school year and for such time thereafter as the District administration determines to be appropriate. The District will report any apparent violation of federal or state bylaws by a chaperone to the proper law enforcement agency.

(Approved: July 15, 1997 – Odessa R-VII School District, Odessa, MO)

### District Policy Information

#### *Physical Examinations and Screenings S-146-S*

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of students are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

#### *Surveying, Analyzing, and Evaluating Students S-150-S*

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building principal.

All District policies can be located at: <https://egs.edcounsel.law/odessa-r-vii-school-district-policies>

### *School Nutritional Program F-290-S*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### *Student Transfers S-120-S*

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as

determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

#### *Trauma-Informed Schools Initiative*

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

#### *Tobacco-Free Policy C-150-S*

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus. Smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products is allowed in designated outdoor smoking areas.

#### *Safety F-225-S*

##### **Tornado Alert**

The signal of such approaching danger will be the constant warble tone. Each classroom has tornado warning procedures. Students will follow these procedures along with their teacher. Do not go outside. An all clear will be announced. Every tornado drill should be regarded as real.

##### **Fire Warning**

The warning for fire in the building will be an alternating high and low tone. Each student will exit the building in a quiet and orderly fashion per the instructions posted in each classroom. The instructor should be the last one out. Every fire drill should be regarded as real.

##### **Bomb Threat**

A bomb threat is handled in the same manner as a fire warning.

#### *Firearms and Weapons F-235-S*

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by

the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

*Use of Recording Devices or Drones C-165-S*

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

### Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Activity/Athletic Commitment Form*
- *Bullying Investigation Report Form*

*F-265-P Technology Form A  
Email Consent/Permission Form*

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

*F-265-P Technology Usage Agreement Form Form B*  
*Student Technology Usage Agreement*

*Students (for ages --- and above)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

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Student Name (please print):

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Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

*C-105-P District Rules and Guides Form A  
Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

## *S-196-S Activity/Athletic Commitment Form*

(2026-2027 )

Prior to participating in any practice or tryout sessions for any interscholastic sport, each student must complete the Final Forms registration and have all below sections completed and signed for:

- Successfully completed physical examination by a registered physician or other authorized healthcare provider and uploaded into Final Forms .
- Activity/Athletic Commitment Form properly signed.
- Provide proof of personal health insurance.
- Completed the personal details, parent permission form, pre-participation history form, student agreement
- MSHSAA Concussion materials

As a school's student participating voluntarily in interscholastic athletics and activities. I verify that:

1. I have read this booklet and understand what the Odessa R-7 School District expects from me in regards to sportsmanship, citizenship, scholastics, and staying free from drug/alcohol/tobacco use while enrolled in this school. I understand the consequences for breaking school policy, and I will not do so while an Odessa R-7 School District student participant. I will be responsible for all equipment issued to me throughout the season, will return such equipment at the conclusion of the season, and will pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.
2. I fully understand that I will be subject to mandatory and random testing to remain eligible for participation.
3. I acknowledge that I have been properly advised, cautioned, and warned by administrative and coaching personnel of the school district that I am exposing myself to the risk of injury, including but not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in temporary or permanent, partial, or complete impairment in the use of my limbs; brain damage; paralysis; or even death. Having been so cautioned and warned, it is still my desire to participate in sports and activities and to do so with full knowledge and understanding of the risk of injury.
4. I, along with my parents, certify that I have read, understand, and will follow all of the school district's policies in the activity/athletic handbook. In order to be eligible for participation, I understand I must comply with all requirements listed.

**Odessa R-7 Citizenship Violation Consequences.** Non-creditable citizenship may result in disciplinary action. These actions may include parental contact, one-on-one conferences, extra athletic conditioning, benching, non-participation in interscholastic games, and/or a percentage of the interscholastic season withheld. Ultimately, removal from participation and/or the team can occur. A student shall not be eligible while under suspension.

As a parent/guardian of a student participating voluntarily in interscholastic athletics/activities, I have read this handbook, discussed it with my son/daughter, and will support the high school in its efforts to promote good citizenship.

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

**\*\*YOUR ONLINE AGREEMENT WILL SERVE AS SIGNATURE FOR THIS FORM.**

**\*\*Please note: Coaches or sponsors may have additional policies other than what is listed in the handbook and this information must be provided in writing to each student/athlete and parent.**

*Bullying Investigation Report Form*

**If you believe you have been the target of bullying or have witnessed the bullying of a student, complete this form and submit to High School Principal.**

Date Filed: \_\_\_\_\_ Your Name\*: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

You are a: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer

Date(s) of alleged bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witnesses: \_\_\_\_\_

Have you reported this to anyone else: \_\_\_\_\_ Yes \_\_\_\_\_ No. If so, who?

\_\_\_\_\_

\*Signature of Complainant \_\_\_\_\_

**\*Students have the right to complete this form anonymously. However, it will be easier for administration to investigate this matter if as much information as possible is provided.**

***This Section is for use of District Administration***

Date Received by Principal: \_\_\_\_\_

Investigative Action taken:

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Result of Investigation/Action taken:

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Signature of Principal: \_\_\_\_\_