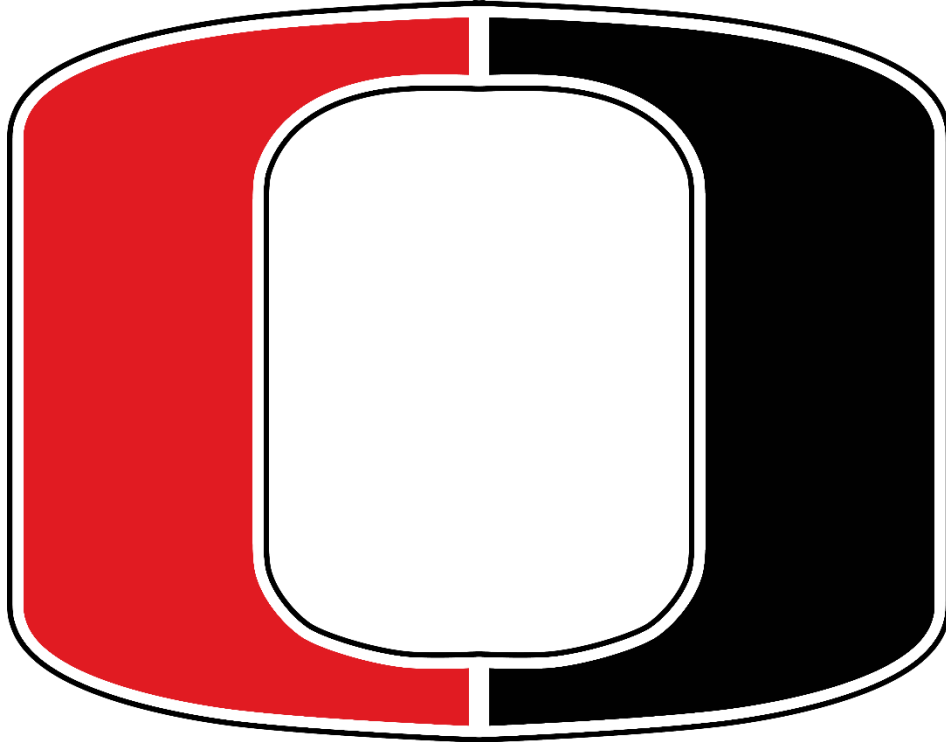


**Odessa R-VII
School District**



**Middle School
Student Parent Handbook**

**607 S. 5th 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.

At Odessa Middle School students are expected to:

Be Prepared

Be Respectful

Be Responsible

Treat others as you want to be treated

Work in a positive way to be successful

School Board Members G-100-S

Cole Shipping, President

Kelsey Legate, Vice President

Henry Grubb , Director

Chad Hubbard, 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 MIDDLE SCHOOL

607 S. Fifth Street, Odessa, MO 64076

Office 816-633-1500 fax: 816-633-7101

Mrs. Kendra Malizzi, Principal

kmalizzi@odessar7.net

Mr. Thomas Hotmer, Assistant Principal

thotmer@odessar7.net

Mr. Trey Schields, Activities Director tshields@odessar7.net
 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 for 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

Helpful Contact Information

R-VII Central Administrative Office	(816) 633-5316
District Website	www.odessar7.net
OMS Principal’s Office	(816) 633-1500
OMS Fax Line	(816) 633-7101
Ecco Ride (Transportation Provider)	816-230-0080
Opa 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
joetinger@odessar7.net

The Staff Directory is available here:
<https://odessa.socs.net/vnews/display.v/StaffDirectory?sd=5df28of5ebb4e>

Welcome Letter

Dear Students and Families of OMS,

Welcome to Odessa Middle School for the school year! I am excited for a new school year with an outstanding group of middle school students and staff. Middle school is time to try new classes and activities. We have several clubs, sports, and exploratory classes for students to explore their interests.

We invite you to let us know how we may help your child to have a successful year. Please feel free to call the office or set-up an appointment with your child’s teacher. Communication is the best way to work together in a positive manner. We all have the same goal to promote positive student success.

If we work together in a positive way, we can ensure a successful year with the highest levels of achievement we can possibly reach.

Sincerely,

Mrs. Kendra Malizzi, OMS Principal Ed. S.

Academic Calendar I-100-S

2026-2027

Odessa R-VII School District

July							August							September										
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	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
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
12	13	14	15	16	17	18	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
19	20	21	22	23	24	25	23	24	25	26	27	28	27	28	29	30								
26	27	28	29	30	31		30	31																

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

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

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

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 middle school office at (816) 633-1500.

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, hospitalization), should check with teachers for assignments they can work on during their absence. All missed work should be completed as soon as possible upon return and according to teacher instructions.

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 parents fail to contact the school by 9:00 AM then the school will call the parents to confirm absences. 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.

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 semester basis and discipline will be assigned as follows. Tardies are collected in total across all classes per semester, and discipline will be assigned accordingly. Tardy collection will reset on a semester basis.

Students will be assigned an after school detention on his/her 4th tardy. Students will have a detention for each subsequent tardy. Starting the second semester, students will restart with zero tardies.

- Students who arrive after 7:55 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 during the school day will be assigned discipline according to district student information software..

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

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, if they have chronic attendance issues.

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

Students are recognized with a pizza party for 1st, 2nd, and 3rd quarters when they have perfect attendance.

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 outer wear;
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

The District offers both a breakfast and lunch program. Breakfast is served 7:20 am – 7:55 am at OMS. A student will be scheduled a 20 minute lunch block with his or her classroom teacher. Students are expected to remain in the cafeteria during lunchtime.

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. No charges will be allowed.
 - 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.

Food, Candy and Gum

Food, candy and **gum** may not be eaten in the school unless authorized by the faculty and staff. Students must comply with current supervising teacher when asked to dispose of food, gum or candy.

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 be not 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@odesar7.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.

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.

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 1st 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: ansmith@odessar7.net

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

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 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 7:20 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 1st 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 middle school 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 633-1500 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.

The following is a list of targeted behaviors and consequences. It should be understood that this is an incomplete list to be used by the administration to handle student discipline consistently. In addition, this list explains the typical application of student disciplinary action. Unique situations will arise and the school district administration is granted leverage in accordance with the law. The overall goal is to develop student accountability and responsibility.

Type I Behaviors	Type II Behaviors
<ol style="list-style-type: none"> 1. Disrespectful, Disorderly or Disruptive Conduct or Speech 2. Vandalism 3. Dishonesty—verbal or written 4. Fighting 5. Hazing 6. Extortion/Bullying* 7. Tobacco/Vape/E-Cigarette 8. Truancy/Tardies 	<ol style="list-style-type: none"> 1. Assault—physical 2. Drug-Possession, sale, purchase, distribution or Usage 3. Weapons 4. Sexual Harassment* 5. Harassment 5. Threats—Bomb Threats, Fire Alarms 6. Arson

<p>9. Unauthorized Entry –School Property 10. Theft 11. Verbal and Physical Threats* 12. Public Display of Affection 13. Category I behaviors can become Category II behaviors if they are deemed excessive or extreme behaviors.</p>	<p>7. Alcohol- Possession, sale, purchase, distribution or Usage 8. Fireworks or Incendiary Devices 9. Gambling 10. Nuisance Items 11. Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material 12. Sexual Activity 13. Violation of Imposed Disciplinary Consequences</p>
<p style="text-align: center;">TYPE I Consequences</p> <p>First Offense—Student Conference, In-School Suspension, 1-10 Days Out-of-school Suspension Subsequent Offenses—In-School Suspension, 1-180 Days Out-of-School Suspension. Restitution-Students Are Responsible For Any Damages</p>	<p style="text-align: center;">Type II Consequences</p> <p>First Offense—Student Conference, In-School Suspension, 1-180 Days Out-of-School Suspension Or Expulsion Subsequent Offenses—1-180 Days Out-of-School Suspension or Expulsion. Restitution-Students Are Responsible For Any Damages.</p>

***These behaviors also include electronic or cyberspace communication that has an impact on the school environment or occurs during the school day.**

Prohibited Conduct	Definition	Potential Consequences
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.	See chart above.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	See chart above.
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.	See chart above.
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 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	See chart above.

	other act that constitutes criminal assault in the third or fourth degree.	
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 pager. Students will not be disciplined for speech in situations where the speech is protected by law.	See chart above.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	Bus Infractions and Consequences is available here : https://rb.gy/lovjc
Dishonesty	Any act of lying, whether verbal or written, including forgery.	See chart above.
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	See chart above.

	may be addressed under the District’s policy regarding this conduct.	
Dress Code	Violation of Dress Code	<p>1st Offense-Parents will be contacted and student will be required to change clothes</p> <p>Subsequent Offense— Parents will be contacted and student will be required to change clothes. In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.</p> <p>Note: Limited Exceptions are made to the dress code during special events through the approval of the administration. In these cases (such as Spirit Week, etc.), students are to defer to the guidance of the building staff.</p>
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, 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	See chart above.

	the counter drugs in compliance with District procedures.	
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	See chart above.
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.	See chart above.
Fighting	A conflict: verbal, physical, or both, between two or more people.	See chart above.
Weapons and Firearms	<p>A) 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>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>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>	See chart above.
Fireworks or Incendiary Devices	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.	See chart above.

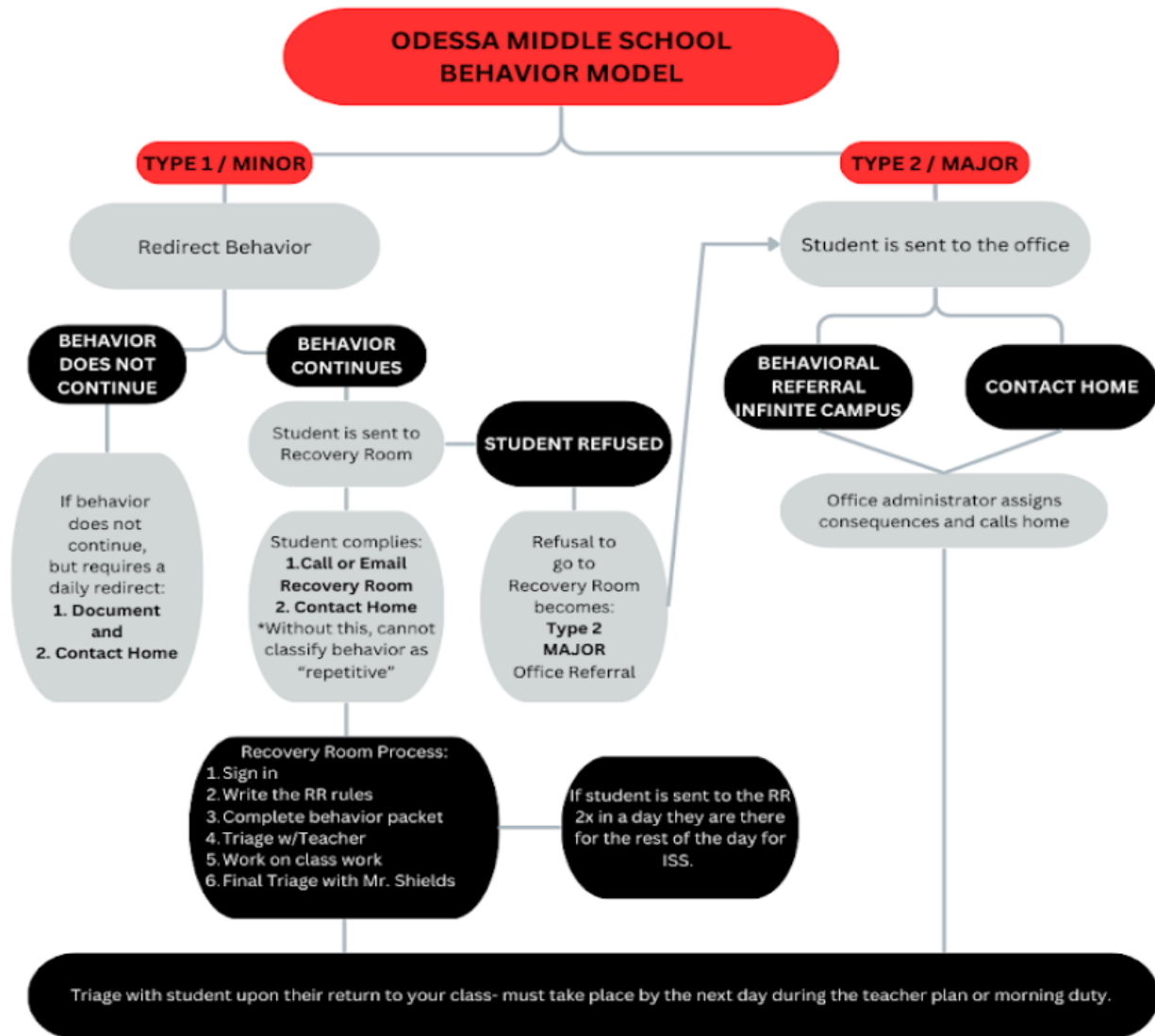
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	See chart above.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability 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.	See chart above.
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.	See chart above.
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.	See chart above.
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.	See chart above.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	See chart above.
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	See chart above.

	approved by District employees for educational purposes.	
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	See chart above.
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 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.	See chart above.
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.	<p><u>Cell Phones and Personal Electronics</u></p> <p>1st Offense: Device is confiscated and returned to the student at the end of the day. Students will serve an after-school detention.</p> <p>2nd Offense: Device is confiscated and a parent/guardian must pick the device up from the office. Students will serve one day ISS.</p> <p>3rd and Subsequent Offenses: Device is confiscated and a parent/guardian must pick the device up from the office. Student will be assigned multiple days of ISS or OSS. Refusal to relinquish device upon the initial request of a staff member will result in one or more</p>

	<p>days of ISS or OSS.</p> <p>NOTE: Failure to serve an assigned detention will result in ISS.</p> <p><u>Technology Misconduct</u></p> <p>Type I</p> <ol style="list-style-type: none"> 1. Playing Games 2. Unplugging Cords 3. Changing Settings <p>Action - Loss of Computer Privilege.</p> <p>Type II</p> <ol style="list-style-type: none"> 1. Downloading games, music, video or other files 2. Vandalism: computer, mouse, keyboard, monitor 3. Accessing inappropriate websites 4. Transmitting inappropriate material <p>Action</p> <p>1st offense- Student Conference, In-School Suspension, 1-10 Days Out-of-school Suspension</p> <p>Subsequent Offenses— In-School Suspension, 1-180 Days Out-of-School Suspension</p> <p>Restitution-students will pay for damage to equipment Loss of Computer Privilege</p> <p>Type III</p> <ol style="list-style-type: none"> 1. Possession or use of software used to disable computers or network. (Hacking)
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		2. Using a false login profile Action 1st offense—In school suspension, 1-180 Days Out-of-School Suspension or Expulsion Loss of Computer Privilege
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	See chart above.
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.	See chart above.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	See chart above.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	See chart above.
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.	See chart above.

OMS Intervention Process for TYPE 1 vs. TYPE 2 Chart



*All offenses must be documented and communication must be made home in order to classify the behavior as "repetitive".



OMS Intervention Process for TYPE 1 vs. TYPE 2 Chart

Classroom (Type 1) Managed	Office (Type 2) Managed
<ul style="list-style-type: none"> • Coming to class unprepared • Disrespect to others • Dress Code Violation (initial warning) • Excessive talking • Failure to follow directions • Horseplay • Inappropriate conversations • Inappropriate Language • Inappropriate/unauthorized use of technology • Late/missing assignment - Contact home once 2 or more assignments become late/missing • Negative conflict resolution (Arguing/Talking Back) • Noncompliance • Not following teacher expectations • Public Display of Affection • Refusal to work • Other Student engages in any other minor problem behaviors that do not fall within the above categories. 	<ul style="list-style-type: none"> • Academic Dishonesty (Cheating) • Arson • Assault/Violent act • AUP Violation (Technology Agreement) • Automobile/Vehicle Misuse • Bullying/Cyberbullying • Bus/Transportation Misconduct • Defiance/Disrespect • Dishonesty, including forgery • Extortion • False Alarms or Reports • Fighting • Fireworks or Incendiary Devices • Gambling • Harassment, including sexual harassment • Hazing • Improper language/Profanity • Inappropriate sexual conduct • Misbehaving for a sub • Missed detention • Property Damage or Loss of School Property • Repetitive Type 1 Disruptive Behavior* • Theft • Threats or Verbal Assault • Truancy • Unauthorized Entry • Use/Possession of Alcohol, Drugs, Tobacco, E-Cigarettes • Use/Possession of Weapons/Firearms

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

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

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).

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

<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>Appeals</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

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

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:	rfeagan@odessar7.net
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.

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 Middle 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 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.

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 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.
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 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

Given the vast differences in the courses offered at OMS, late work procedures will be determined by individual /grade level teachers. Specific late work procedures will be communicated by each teacher through the course syllabus.

Counseling S-147-S

Guidance and Social Worker Services

1. The school guidance counselor's responsibility is to help students excel in a variety of areas:

- Career/Vocational Programs
- Standardized Testing
- Social and Emotional Development
- Student Schedules

2. Schedule changes are accepted based on the following:
Obtain a schedule request form from the counselor to be completed and signed by a parent or guardian.

Only those presenting reasons that are educationally sound will be granted this privilege and only with parental permission. The principal has to give approval.

3. The Odessa Middle School has a Social Worker in place to aid students in the following areas:

- Attendance
- Social and Emotional Development
- Coordinate Outside Social Services (Juvenile System & Division of Family Services)
- Coordinates Signs of Suicide (SOS) program

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

MAP - The district participates in the required Missouri Assessment Program (MAP) Grade-Level Assessments. These exams will be scheduled using spring testing windows and include the following grade levels and subjects: 6th Grade ELA/Math, 7th Grade ELA/Math, and 8th Grade ELA/Math/Science.

EOC (8th Grade Algebra) - 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. Additional exams may be added as determined by the district administration or the state.

Library Use Policy

1. The library is to be used for research and student enjoyment. Students will have access to the Internet, periodicals, fiction books, non-fiction books and audio/visual resources. The library is open at 7:20am for checkouts/returns on assigned grade level day. Students are expected to treat the library and its materials respectfully, returning materials in good condition and on time.
2. Usage agreements:
Books—2 week check-out with renewal
3. Fees:
Lost or Damaged book—Replacement value of the book.

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.

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. 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 Johnna Lorenz, 816-633-1599, 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 and District Policy.

Withdrawal Policy

Students who withdraw from school, for whatever reasons, must check out through the Main Office. 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.

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 Communications Devices

1. These devices 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, Air-Pods, 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.

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

Technology Devices

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 middle school's computers (in classrooms, computer labs, or library):

- To obtain login rights read and sign the completed contract with student and parent signatures during online registration
- Obtain your login name from the teacher or the office.
- 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
 - 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.)*

OMS 1:1 Student Chromebook Policy

All 8th grade students will be issued a Chromebook to take home as part of the OMS 1:1 Technology initiative. Students will be using technology to access parts of the educational curriculum at OMS. Chromebooks will be provided to 6th and 7th grade students to use during the day from Chromebook classroom carts to allow further access to educational tools through technology. See the following terms of the OMS Technology Usage Agreement.

OMS 1:1 Student Chromebook Checkout Agreement

I understand that I am being issued/using a Chromebook for educational work; it will be in my possession for use at and school and away from school for 8th graders. 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.

OMS 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 for 8th Grade Only (\$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 SCALE

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

GRADE REPORTS

Grade reports will be available on the Portal ~~out~~ at the end of each grading period. Parents should examine their child's report. Midterms ~~deficiency reports~~ will be available at each midterm grading period. If you have questions about the grades, please feel free to contact the teachers.

ACADEMIC HONORS (HONOR ROLL)

1. A Honor Roll- No quarterly grade card grade below and A-
2. B Honor Roll- No quarterly grade card grade below a B-

Academic Support

A 3-part plan has been created to provide additional support for students beyond the regular classroom setting.

1. **Academic Focus**—Students will be assigned an Academic Focus teacher. During this time, teachers will create lessons and activities to support students academically in the core classes. Instruction will be built upon the Missouri Learning Standards and state assessments.
2. **Advisory**—Odessa Middle School has created an Advisory program to support students' social and character development. Students are assigned to an Advisory teacher upon entering the Middle School. Advisory will be every full day Friday, unless otherwise related to the students.
3. **Tutoring** - Students will have the opportunity for after school tutoring with our EXCEL program.

Programs for Gifted Students I-130-S

MINIMUM ELIGIBILITY CRITERIA

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

Odessa R-VII Gifted Program Identification Process

Elementary Gifted Program (T.A.R.G.E.T.) Screening, Testing, and Identification Process

Odessa Schools conducts a universal screening of all students in kindergarten through fifth grade. Students new to the district will have an opportunity to be screened. Students scoring at or above the 95thile on designated i-Ready reading and/or math benchmarks are identified for further testing to determine if they meet the eligibility criteria for gifted programming..

To be eligible for gifted programming, students must meet criteria in three of the four areas, one of which must be General Mental Ability:

- **Academic Achievement:** Score at or above the 95thile on i-Ready reading and/or math benchmark.
- **Other Evidence:** Rating scale, MAP scores, teacher observations.
- **Reasoning/Creativity:** NAI score of 132 or greater on the Naglieri General Ability Test (NNAT).
 - (Optional)
- **General Mental Ability (IQ):** Students meeting the eligibility criteria in two of the three areas listed above will be given an individually administered IQ test (WISC-V). Students must score at or above a full scale score of 125.

Data Review Process

When a student is identified for further testing during the Universal Screening process, their parents/guardians are notified and permission is obtained to administer additional tests. Once all testing is complete, data is reviewed in four areas to determine if a student is eligible for gifted services.

Secondary Gifted Program (T.A.R.G.E.T.) Screening, Testing, and Identification Process

Odessa Schools conducts a universal screening of all students in grades sixth through eighth. Students new to the district will have an opportunity to be screened. Students scoring at or above the 95thile on designated i-Ready reading and/or math benchmarks are identified for further testing to determine if they meet the eligibility criteria for gifted programming..

To be eligible for gifted programming, students must meet criteria in three of the four areas, one of which must be General Mental Ability:

- **Academic Achievement:** Score at or above the 95thile on i-Ready reading and/or math benchmark.
- **Other Evidence:** Rating scale, MAP scores, teacher observations.
- **Reasoning/Creativity:** NAI score of 132 or greater on the Naglieri General Ability Test (NNAT).
- **General Mental Ability (IQ):** Students meeting the eligibility criteria in two of the three areas listed above will be given an individually administered IQ test (WISC-V). Students must score at or above a full scale score of 125.

Data Review Process

When a student is identified for further testing during the Universal Screening process, their parents/guardians are notified and permission is obtained to administer additional tests. Once all testing is complete, data is reviewed in four areas to determine if a student is eligible for gifted services.

PROCEDURE

1. A student may be referred by a parent, teacher, or counselor.
2. A check of the student's cumulative folder should first be made by a teacher or counselor to check previous testing history.
3. If a student meets the qualifying criteria, he or she will be referred to a psychological examiner for Intelligence Quotient (IQ) testing. If the full scale IQ score is 125 or above, the student will automatically qualify for the gifted program. If the full scale IQ is 122-124, the gifted teacher will give the student a Naglieri Nonverbal Ability Test (NNAT) Torrance Test of Creativity as another measure.
4. Students who score a General Ability Index (GAI) IQ score of 125 or above will be reviewed by a committee to determine qualification for the gifted program.
5. Referral to the psychological examiner (or his/her designee) will be made to conduct the necessary tests as stated in the eligibility requirements.
6. The psychological examiner will give reports on the test score(s) to the counselor and administrators.
7. The administrator, counselor and gifted instructor will then meet to discuss whether or not the student meets the criteria. At that time it will be decided who (either administrator, counselor and/or gifted instructor) will meet with parents.
8. The administrator, counselor and/or gifted instructor will meet with the parents to interpret the testing and explain the determination of gifted status.
9. Parents will be informed of testing results by the end of the first semester.

PLACEMENT

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

HOMEWORK POLICY

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

WITHDRAWAL

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

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

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

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

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

PARTICIPATION GUIDELINES FOR ACTIVITIES AND ATHLETICS

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.

Unless prior approval is given by the administrator, 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.

GRADES

Students may not participate in games/contests if they have an F or two or more D's.

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

Any student who is assigned in school suspension (ISS) will NOT be eligible for extracurricular or co-curricular activities or sports beginning with the day that they begin their ISS and ending on the day following completion of their ISS term/assignment. The participant must practice during their ISS term, but will not be eligible to participate or travel to contests and/or competitions 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.

SPORTSMANSHIP

As a student representing Odessa R-VII, 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-VII.

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-VII 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-VII POLICIES

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 and co-curricular activities 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-VII 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-VII 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-VII 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 participation in all in-season or off-season extracurricular and/or co-curricular activities, offered by 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 participation in all in-season or off-season extracurricular and/or co-curricular activities, offered by 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 participation in all in-season or off-season extracurricular and/or co-curricular activities, offered by 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.

Violations occurring at the end of the season.

The loss of eligibility carries over to the next season in which the student/athlete participates. For example: If a student commits a violation during the last contest of the season, he/she loses eligibility (as per the consequence of the category involved) in the next season of participation. The formula will be reworked per the next season of participation.

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-VII 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 middle 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-VII, a student must meet the eligibility requirements of the Missouri State High School Activities Association, as well as those of Odessa R-VII. 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.

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

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-VII 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 middle 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.

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.

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.

Appendix

2026-2027 Odessa R-VII 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

2026-2027 MSHSAA Eligibility Handout

May be found online at:

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

District Sponsored Extracurricular Activities and Clubs I-210-S

Student Teams	Student Activities	Student Groups
7th and 8th Grade Football-Fall	Band	
7th and 8th Grade Volleyball-Fall	Field Trips	Honor Choir
7th and 8th Cross Country-Fall	Honor Choir	
7th and 8th Grade Cheer Club	Lollapalooza-Reading Challenge	
7th and 8th Grade Boys and Girls Basketball -Winter	Assemblies	
7th and 8th Grade Wrestling-Winter	Talent Show-End of the Year	Student Council
7th and 8th Grade Boys and Girls Track-Spring	6th, 7th and 8th grade School Dance	
7th and 8th Grade Winter Guard Club	Glow Run & Color Run	TBA

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.

Eligibility Requirements—To participate in school teams and some activities, etc., students must meet the following.

1. Complete core and exploratory classes with no Fs and no more than 2 Ds. Grades will be checked each Monday for eligibility in season.

2. Maintain at least 90% attendance
3. Complete 14 practices prior to participation (sports or if applicable).
4. Attend at least half of the school day on practice/competition or activity days.
5. Attend at least half of the school day prior to weekend competitions or activities.
6. Out of School Suspensions will disqualify students from participating in games /meets/practices
7. In School Suspensions- students are still required to practice, but are not allowed to participate in the competition that day.

Eligibility Requirements

1. Student Council Members are to maintain a “B” average to participate.

Transportation to Events

1. All students are expected to use school transportation for school events.
2. Students may be released to parent/guardian/designated pick-up person by the school supervisor after the game or contest.

Activity Participation

Students who choose to participate in extracurricular activities and school-sponsored dances 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.

1. Only Odessa Middle School students in 7th and 8th grade may attend school sponsored dances. Students will need at least 90% attendance to attend.
2. Once a child leaves the dance she/he may not return.

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.

Building Schedule

Building Opens at 7:20 am

Class begins at 7:55 am

7:20-7:50- Breakfast served in the classrooms

3:05 pm School Dismissal Begins

3:10-4:15 pm Clubs, after school tutoring, EXCEL, and detentions

Students not participating in school activities must leave school grounds at 3:05pm.

HALL PASSES

When it is necessary for a student to be in the hallway during class time, a student will be required to get a hall pass and sign out on the classroom door with time and location.

Telephone Messages and Deliveries

Office Phone Usage

1. Please limit calls/messages to emergencies or unavoidable changes in after-school arrangements.
2. Please make after-school arrangements with your child before arrival at school.
3. The office telephone is only for emergency use.

The delivery of flowers, balloons, and various other special gifts will be accepted at the office. Students will be notified at the end of the day. Balloons and glass vases are not allowed on school buses - these will have to be picked up.

Lockers

Each student will be assigned a locker at the beginning of the school year. The following guidelines must be followed:

1. 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.

Selling Merchandise on School Grounds

Selling of candy, gum, school supplies, etc. from the lockers or in the hallways is prohibited. No items of any kind are to be sold during school hours. Consequences may be given.

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.

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 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, audiotape, 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

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

Fire Evacuation Drill

1. A series of short blasts will signal the fire alarm.
2. Students will follow the classroom teacher in a single file line to their designated evacuation area.
3. Students will stand with their classes within each grade level until the announcement is made.

Tornado Drill

1. A *long continuous blast* will signal the tornado alarm.
2. Students will follow teachers in a single file line to the designated safe area and will remain in the covered position until an all clear announcement is made.

Earthquake Drill

1. Students will take cover under desks/tables and turn away from windows.
2. Students will remain in this position until an announcement is made.

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:

Student Name (please print):

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:

Parent/Guardian Name (please print):

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

Parent/Guardian Name (please print):

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-VII 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-VII 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-VII 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 middle 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 it to the 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:

Result of Investigation/Action taken:

Signature of Principal: _____