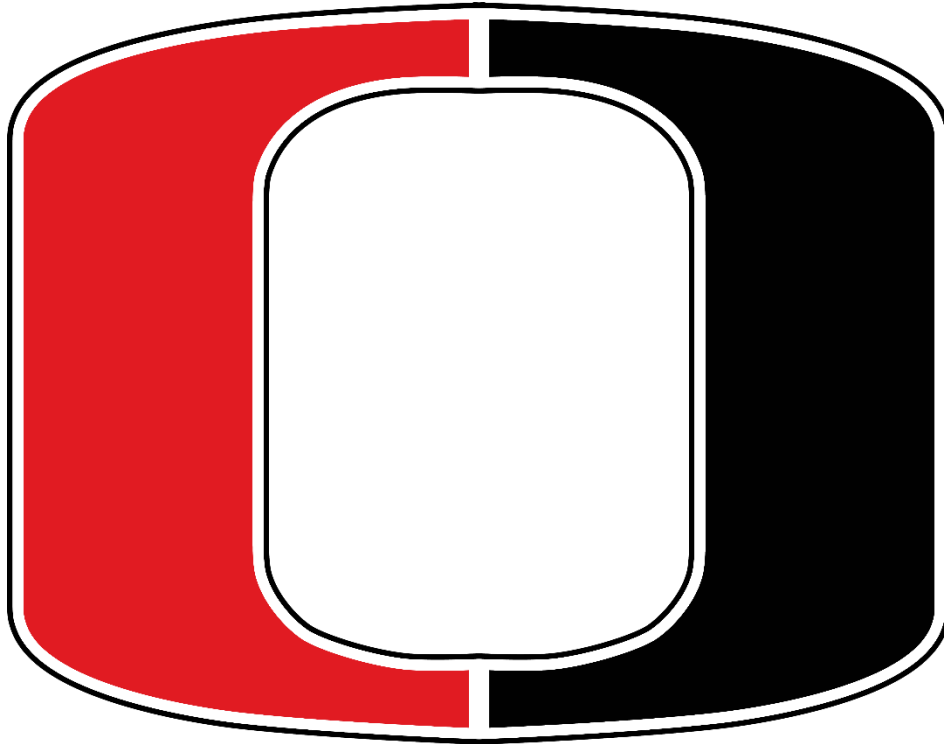


Odessa R-VII School District



Upper Elementary School Grades 3, 4 & 5 Student Parent Handbook

1100 W. Cox School Road

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.

School Board Members G-100-S

Cole Shippy, President

Kelsey Legate, Vice President

Adam Bradley, Director

Henry Grubb, Director

Brady Madsen, Director

TBD, 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 UPPER ELEMENTARY SCHOOL

1100 W. Cox Street, Odessa, MO 64076

Office 816-633-5396 fax: 816-633-4299

Cory Laboube, Principal

claboube@odessar7.net

Malory Zarda, Assistant Principal

mzarda@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 formal parent-teacher communication. It is of equal importance that parents keep teachers informed of any developments that might influence the student's performance at school. If you have any questions, please contact us by telephone (816) 633-5396, or visit our website www.odessar7.net

Helpful Contact Information

R-VII Central Administrative Office	(816) 633-5316
District Website	www.odessar7.net
OUE Principal's Office	(816) 633-5396
OUE Fax Line	(816) 633-4299
Ecco Ride (Transportation Provider)	816-230-0080
Opaa Foods (Foodservice Provider)	(816) 633-7818
Special Education Administration	(816) 633-1599

Superintendent Information

Dr. Jon Oetinger
701 S. Third Street
Odessa, MO 64076
PH: 816-633-5316
joetinger@odessar7.net

The Staff Directory is available here:

<https://odessa.socs.net/vnews/display.v/StaffDirectory?sd=5df28of9d3a16>

Welcome Letter

Dear Parents,

The Parent-Student Handbook is provided to assist each parent and student in understanding our school policies and procedures. The Administration, the Board of Education, and Teachers believe it is important for parents and students to understand the school rules and regulations in order to create a productive learning atmosphere and to maintain each student's success.

We recommend that parents go through the regulations which are set forth in this handbook with their child. This will help avoid confusion and misunderstanding.

Every question will not be answered within these pages; therefore, if you have a question that is not answered here, please feel free to call the school. The teachers and staff will remain available throughout the school year to assist in any way we can to help make this school year your child's most successful yet.

We are looking forward to a fun, positive school year with a lot of learning!

Mr. Cory Laboube, Principal

Odessa Upper Elementary School

Academic Calendar I-100-S

2026-2027

Odessa R-VII School District

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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 Upper Elementary Office at (816) 633-5396.

Eligibility Requirements for After School Clubs and Activities

1. Students must maintain 90% average daily attendance to participate in after school clubs at OUE.
2. Theater Troupe, Media Club, Robotics, Mathletes, Art Club, Choir Club and 5K Reader are examples of clubs offered at OUE.
3. A student may not participate in an after school club if the student's attendance is below 90% prior to the initial club meeting.

4. A student will be dismissed from an after school club if the student's attendance drops below 90% during the club's meeting calendar.
5. Verified and Unverified absences are factored into a student's overall attendance and are considered when determining 90% attendance

Pre-Arranged Absences

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

Students who arrive after 7:45 a.m. are to report to the office before going to their classrooms. Parents/guardians are required to come to the office and sign the student in. Regular school attendance is important to a student's success in school. At Odessa Elementary Schools we instruct students in academic subjects and also stress personal responsibility.

Punctuality is an important habit for a child to establish early in life. During the school day, students are tardy when they are not in the place they are supposed to be when class begins. When students are late to school, parents will receive written notification after the student is tardy three times. If tardiness is excessive, students will be expected to make up one hour of instructional time during non-school hours for every third tardy. The parent/guardian will be contacted if instructional time is not made up.

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. Parents should call the office early in the morning in order for the teacher to have ample time to prepare the homework. The homework may be picked up at the end of the day in the Upper Elementary office. Students serving suspensions will be allowed to make up work.

Attendance and Credit

Three (3) Days Absence Reporting

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

Seven (7) Days Absence Reporting

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

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

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

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

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

ATTENDANCE INCENTIVES

Students are recognized with a reward 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 outerwear;
6. Clothing with profane, obscene, or otherwise inappropriate language;
7. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
8. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
9. Language or symbols that promote gangs;
10. Hats and Hoods (hooded sweatshirts worn up);
11. Handkerchiefs or bandanas;
12. Sunglasses;
13. Face paint;
14. Overly-dramatic make-up;
15. Costumes, capes, flags (with the exception of school sponsored dress-up days as approved by administration);
16. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
17. Blankets carried or worn as coats or wraps while in the building;
18. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the

duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Service Program F-285-S

Breakfast and Lunch

Odessa R-VII Schools offer a breakfast program to district students. Breakfast will be \$1.60 for students and \$2.25 for adults. All students who qualify for free and reduced lunch automatically qualify for free and reduced breakfast. The price of a reduced breakfast will be 35¢. Breakfast will be served at the following time:

Upper Elementary Breakfast -- 7:20 – 7:45 a.m.

A grab-n-go breakfast option is available for students arriving after 7:45 a.m.

A hot lunch program is provided for all students who wish to participate. The cost of a lunch is \$2.20 for elementary students. A reduced lunch, for those who qualify, is 50¢. Extra milk is 35¢. When going through the serving line, students may decline one non-entrée item from meal option A. Adult lunches are \$3.05. Parents are welcome to eat in the cafeteria provided that notification is given in the morning lunch count. Parents are encouraged to purchase student lunches by the month or week. Checks should be made out to OPAA.

LUNCH MONEY OR CHECKS SHOULD BE ENCLOSED IN AN ENVELOPE LABELED WITH THE CHILD’S NAME, TEACHER’S NAME, AND THE AMOUNT ENCLOSED.

Application forms for free or reduced lunches will be sent home with each student. You must reapply each year. Should the income status of the family change during the school year, it is your responsibility to re-apply. One application is required per household. Verification of income may be required as set forth under the guidelines of the U.S. Department of Agriculture. All parents filing for free lunches for their children must pay for hot lunches until their application has been reviewed and processed.

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

Application forms for free or reduced lunches are available at any time. You must reapply each year. Should the income status of the family change during the school year, it is your responsibility to re-apply. One application is required per household. Verification of income may be required as set forth under the guidelines of the U.S.

Department of Agriculture. All parents filing for free lunches for their children must pay for hot lunches until their application has been reviewed and processed.

This application may be accessed in your parent portal:

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

Adult Visitors for Lunch

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

Allergy Prevention and Response S-145-S

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

Building-Wide and Classroom Approaches

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

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

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

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodation through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students

who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

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

Health Services S-215-S

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

Illnesses/Injuries

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

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

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

1. When Health Services calls, students must be picked up within 1 hour by a parent or persons listed on the student information sheet. Please make arrangements to be here in a timely manner. This helps reduce the risk of spreading infections.
2. Students must be fever free without the aid of medication for **24 hours** before returning to school.
3. Students must be free of vomiting or diarrhea for **24 hours** before returning to school.
4. If a student sees a physician and is given antibiotic therapy, they must be on those antibiotics for **24 hours** before returning to school.
5. Students that have rashes or lesions of any kind must be seen by health services staff for determination if a student needs to see a physician. Infectious lesions will remain covered with bandages, or scabbed over without

drainage while at school. Acne is considered a lesion and we don't require it to be covered.

Health Screenings

Head Lice Policy

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

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

Health Office

If you have any questions, please contact District Nurse Allison Steelman, 816-633-5533 ext. 5197, asteelman@odessar7.net.

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 System Screening

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

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

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

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

Parental Custody

It is very important that current custodial information is provided to the school each year. This information should include the following:

- Which parent has responsibility and physical custody of the child(ren) in a divorce situation.
- A copy of the current Parenting Plan.
- If there is a court order granting rights to one parent over another, a copy must be on file in the school's office.

Providing this information to the school can eliminate potential problems and also provide emergency information.

Transportation Services F-260-S

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.
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.

After Leaving the Bus

1. After getting off the bus, 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.
2. Do not run beside the bus or hang onto it in any way. CLEAR the bus path as soon as possible.

While on the Bus

1. The driver is in charge of the 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.
7. Animals and oversized objects, as well as **glass containers and balloons** are not permitted.
8. Keep aisles and steps well cleared at all times.

9. If a student willfully causes damage to a bus, the student will be asked to make restitution.
10. Students will be assigned seats by the driver.
11. Students will not use obscene language, innuendo, or gestures.

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 (816) 633-5396 and speak to an administrator. 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 buses. 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 will 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 of 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 by the District Administration.

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. Any questions regarding disciplinary action should be addressed to school administration. All infractions will accumulate for the entire school year. Frequent and consistent misbehavior on school buses may lead to more serious consequences. Consequences for misconduct on the bus may include: conferences with student(s), phone calls to parents, restitution to wronged parties, detentions, bus suspensions, in-school suspension, expulsion, or suspension from school, 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 either by 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 one school year, the student will be recommended for a bus suspension for the balance of the semester/school year. Parents may appeal the 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, then the bus company.
3. Students who ride a bus that goes by a baby-sitter's house may make arrangements to be dropped off at the baby-sitter, but it **MUST** be for every day and it must be approved through the school office.
4. The bus company 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 be no undesignated stops.
5. If your child has not boarded the bus three days in a row, you will need to contact the bus company to resume transportation services.
6. Please provide the bus company with current telephone numbers to enable us to reach you or a babysitter.
7. Kindergarten and young students only: If your child is not to get off the bus unless someone is available to receive him/her, the bus company must have this information on file. If no one is home to meet your child, telephone calls will be made to try and reach someone, or your child will be brought back to their 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 the 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 posted in the paper before school starts and are subject to change.
11. 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 "Directory Information."

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
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 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.	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 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
TYPE I Consequences 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	Type II Consequences 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.

***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	1st Offense-Parents will be contacted and student will be required to change clothes 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. 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.
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	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). 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. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.	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.	<u>Cell Phones and Personal Electronics</u> 1st Offense: Device is confiscated and returned to the student at the end of the day. Students will serve an after-school detention. 2nd Offense: Device is confiscated and a parent/guardian must pick the device up from the office. Students will serve one day ISS. 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

		days of ISS or OSS. NOTE: Failure to serve an assigned detention will result in ISS. <u>Technology Misconduct</u> Type I 1. Playing Games 2. Unplugging Cords 3. Changing Settings Action - Loss of Computer Privilege. Type II 1. Downloading games, music, video or other files 2. Vandalism: computer, mouse, keyboard, monitor 3. Accessing inappropriate websites 4. Transmitting inappropriate material Action 1st 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 will pay for damage to equipment Loss of Computer Privilege Type III 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.

BULLDOG BEHAVIOR

The mission of the Odessa R-VII School District is to educate and empower all students in a safe, diverse, and innovative learning environment.

Classroom Managed	Recovery Room Managed	Counselor Managed	Principal Managed
Minor disruptions Excessive talking Refusal Off task Disrespect or arguing to Adults / Peers Dishonesty Minor property damage (ie writing on desk) Petty stealing Tattling Impulsive interactions / horseplay Impulsive verbal (cussing, name-calling) Minor tech violation (wrong website) Unprepared for class Hallway behaviors Elopement within eyesight	Unsafe with supplies and furniture (pushing desk/chair over, throwing pencils) Elopement out of classroom/within eyesight of an adult Soft physical interaction (physical contact made, one for one and done, i.e. pushing/rough-housing) Property damage (writing on furniture)	Self-harm (verbal or physical) Conflict resolution Personal situations of distress Mental health concerns	Elopement out of classroom/building (out of adult eyesight) Bullying complaints Sexual misconduct/harassment Physical assault (one-sided) Physical altercation (mutual) Physical aggression with furniture (throwing chair, desk) Major technology violation Abusive language or hate speech Substantiated threats of harm Property destruction Theft of valuable item(s) Drugs/Alcohol/Weapons Exposing self
Teacher Response: safe seat, buddy room (provide work and check in), break, contact parents, call parents, redirects, reteach, practice	Recovery Room Response: processing, reteach, practice *Classroom teacher is responsible for contacting parent within 24 hours anytime a student is sent to Recovery and/or Buddy Room. *Document in Infinite Campus	Counselor Response: push in, coaching, conflict resolution, contact parents, reteach, practice	Principal Response: investigation, discipline, call parents, formal plan, reteach, practice

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 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated?	Complaints filed with the Department 6. How can a complaint be filed with the Department?

5. What happens if a complaint is not resolved at the local level (LEA)?	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?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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.

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

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

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

Security Cameras

For the protection and safety of students, faculty and staff, Odessa Upper Elementary 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 .

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

Our philosophy is that class assignments should have a purpose for practice, preparation, and/or extension of learning. Daily work not completed will be sent home to be completed and returned the following day. In order to assist in accomplishing this purpose, here are a few suggestions to aid your child:

1. **Homework Drop Spot** - Develop a habit of putting homework in a specific spot at home each evening after it is completed.
2. **Study Area** - Students must have a quiet place to do homework effectively. It can be any part of the house as long as it is a place where the child can concentrate and complete homework.
3. **Homework Survival Kit** - Having the proper supplies on hand is necessary to help your child complete assignments.
4. **Daily Scheduled Homework Time** - Students lead busy lives juggling after-school activities, outside play, and household responsibilities. Homework is often left until the last minute. It's important to schedule a preplanned time set aside each day to do homework.

Please encourage your child to do their work and hand it in on time. Grade level specific homework policies will be sent home to parents during the first week of school.

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 Upper Elementary School has an Outreach 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 - 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

All students are welcome to use the library. It is here for students to find information for homework assignments, research projects, and for personal enjoyment. The library will be open during the day and available except when the librarian is teaching a class. To keep the library a pleasant place to work, there are a few guidelines that need to be followed. Please remember that the student to whom the books are checked out will be held responsible for the proper care, use, and return of the loaned books. It is never a good idea to loan a library book that is checked out in a student's name to someone else. Any library book that is lost or extensively damaged will be paid for by the student. The

price charged will be the school replacement cost of the book. Fines will be charged for careless misuse, damage, marking, or defacing of these materials.

Charges - Students in 3rd and 4th grade will not be charged for overdue books, but they will not be able to check out books until any overdue books are returned. Fifth grade students will not be charged for overdue books until second semester; at that time they will be charged five cents a day per book. The student will not be able to check out books until the overdue books are returned and the fine is paid. Students are offered reminder slips of books checked out every week. If a student is two weeks overdue, an overdue notice will be stapled into their planner. If a book becomes a month overdue, an overdue notice will be mailed home, and a phone call will be placed to the parent.

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 95%ile 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 95%ile 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 95%ile 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 95%ile 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.

MINIMUM ELIGIBILITY CRITERIA

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

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 the 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 achieve a 9.0 or higher Grade Point Average.
2. The student does not continue to score at or above the 95th percentile on group achievement tests.
3. 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.
4. A student chooses to exit from the program with parent approval.
5. A parent chooses to remove the child from the program.

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. 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 office of the Special Services Director, 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. A withdrawal form must be completed by all teachers to which the student was assigned, librarian, counselor, administrator, and office personnel. All materials must be returned and all obligations cleared before student records will be forwarded.

Technology F-265-S

Technology Devices and Acceptable Use Policy

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

Policy on Student Display or Use of Electronic Personal Communications Devices

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

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

Cell Phones and Personal Electronic Communication Devices

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

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

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

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 Upper Elementary 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 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.

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.

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

Achievement Grades 3, 4 and 5

A	Superior	1 – Below Grade Level Expectations
B	Above Average	2 – Approaching Grade Level Expectations
C	Average	3 – Meeting Grade Level Expectations
D	Below Average	4 – Exceeding Grade Level Expectations

F Failing (conference required)

Achievement Percentages

A	94 – 100	C+	77 – 79	D-	60 – 62
A-	90 – 93	C	73 – 76	F	0 – 59
B+	87 – 89	C-	70 – 72		
B	83 – 86	D+	67 – 69		
B-	80 – 82	D	63 – 66		

GRADE REPORTS

The Upper Elementary reports student progress at the end of each quarter and each mid-term. A report is sent to parents/guardians of each elementary student on a regular report form. The report includes the student's attendance, his/her progress in school subjects, personal and social characteristics, and in work and study habits.

Academic Support

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

1. W.I.N. Time (What I Need) - OUE offers W.I.N. as a layer of academic support. Small groups are pulled daily during W.I.N. time,
2. Character Ed/Life Skills - are taught through our counselor ed program during specials time: Character Education and Social Emotional Support - The counselor provides character education and life skills lessons to support students' social, emotional and academic needs on a bi-weekly basis. Lessons are conducted during the regular specials rotation.
3. **Tutoring** - Students will have the opportunity for after school tutoring with our EXCEL program.

Transfer and Withdrawal of Students

Students planning to move from the district should notify the school office at least one day in advance so that transfer papers can be completed. Transfer papers help the receiving school place your child immediately and keeps the interruption of his/her studies to a minimum. Please return all textbooks and library books at this time. Education records will be forwarded to other schools or agencies when requested by the child's parents/guardians or other educational institutions. Original records will not be released to parents.

District Sponsored Extracurricular Activities and Clubs I-210-S

To participate in OUE clubs or activities is a privilege, and persons doing so should, at all times, represent themselves and their school in a positive manner. In order to participate in any activity a student must attend at least a half day of school on the day of the activity; or if the event is an all-school day or weekend event, half day prior to the activity. Any student who has been suspended from school cannot attend or participate in any school function while under suspension.

All candidates for any elective office in the Upper Elementary School shall have maintained a “C” average on all previous grade reporting dates at least one semester prior to the election and maintain the “C” average at the date of the election in the following subjects: math, reading, spelling, science and social studies.

When school activities are away from home, all students are required to ride the bus or other transportation furnished by the school, both to and from the activity, except when the student is released to his or her parents or guardians by the supervising sponsor, or permission has been granted by the school principal.

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.

School Event Chaperone Policy

The Odessa School District recognizes the importance of employee and parental chaperones who accompany district students to events off 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. Parents/guardians who have been selected as chaperones are expected to help with the supervision of a group of students to whom they will be assigned.

Students are required to ride the bus to and from school-sponsored events unless permission has been obtained from the principal. This makes it necessary for the chaperone to ride the bus both to and from the event. If the chaperone is unable to ride the bus to and from the event, they should forfeit their position as a chaperone, allowing the teacher to choose another parent so the students have adequate supervision, ensuring safety for all.

All chaperones, whether employees, parents, or other adults, 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 to be, 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 laws by a chaperone to the proper law enforcement agency.

Arrival and Dismissal Procedures S-165-S

Arrival

School for the Upper Elementary students officially starts at 7:45 a.m. If your child is not eating breakfast and is a car rider or walker, they should not arrive on school premises before 7:20 a.m. Supervision is not provided prior to 7:20 a.m. Upon their arrival, students should report directly to the gym. However, for those students eating breakfast, the cafeteria will open at 7:20 a.m.

For your child's safety, please follow the designated traffic pattern. Enter and exit school grounds as instructed and have your child exit the vehicle on the passenger side. In order to give your child adequate time to be organized for the day, they should arrive no later than 7:40 a.m. Daily routines begin at 7:45 a.m. and prompt arrival will limit interruptions.

Any student who arrives after 7:45 a.m. **is required to be accompanied to the office by a parent/guardian.** The student and the parent/guardian are to report to the office before the student goes to the classroom.

During the School Day

We ask that during the school day no one park in the Drop-off/Pick-up lane for any extended amount of time (over 5 minutes). Please park in a visitor space in the parking lot for an extended visit.

For dismissal purposes, the Drop-off/Pick-up lane will be open at 2:00 p.m. for parents and guardians picking students up from school.

Dismissal

Dismissal time for car riders/buses begins at 2:55 p.m. Car riders will be dismissed through the main entrance doors. Parents may pick up car riders at this entrance. Please help us emphasize the following procedures:

1. Students will be required to use the sidewalks and are not to take shortcuts through the grass.
2. If you are picking your child up before the 2:55 p.m. dismissal, you will need to enter the main entrance and report to the office. The student will be called from their classroom and dismissed by the office staff. Students may only be picked up by individuals on the Emergency Contact forms on file in the office with parental/guardian approval prior to pick up. These forms are referred to each time someone comes to check out a student. You may be asked for proof of identification.
3. The individuals who are listed on the emergency release form must be at least 18 years of age.
4. If you have restrictions on who we may release a student to, you must notify the office of this. We will request a copy of legal documents that uphold these restrictions. Every effort will be made to contact the main parent/caregiver when a question concerning release of a student arises and no student will be released to anyone not on the Emergency Contact form.
5. Please wait in the office or foyer for your student if picking your student up early.
6. Any early dismissal (before 2:55 p.m.) will be reflected in the child's attendance record.
7. Parents picking students up at dismissal should remain in their vehicles and follow the traffic pattern; students will be dismissed accordingly.

Picking up OUE Students from McQuerry, OMS and OHS

Dismissal times of the other buildings are as follows:

- McQuerry-3:10 p.m.
- OMS-3:05 p.m.
- OHS-2:45 p.m.

It takes at least 10 minutes to dismiss all car riders at OUE, or until about 3:05 p.m. *If you have students in multiple buildings you need to pick up your OUE student first and then proceed to the other buildings.* We take pride in dismissing students safely and efficiently. We also acknowledge that having students in multiple buildings is not the most convenient situation. However, we do ask that you pick students up at each of their respective buildings. The staggered dismissal times at each building will allow you to proceed quickly when picking up students from multiple buildings. *We do not allow students to ride a bus over to the other buildings and then get in cars with brothers/sisters/friends/etc.* This is insisted upon so that supervision of OUE students is not the responsibility of teachers/administrators from the other Odessa R-7 buildings, but by the teachers and administrators of OUE. Each building has their own dismissal to

take care of; we ask OUE parents to not add to McQuerry, OMS and OHS supervision duties.

Bus Assignments and Switching Buses

Bus assignments are made by the bus company. *Only an administrator can grant a different riding privilege, not the bus company.* Dismissal procedures need to remain consistent. If you require a bus switch because of an emergency, call 816-633-5396 to speak to an administrator. Emergency situations are considered on a case by case basis (going to a friend's house to play/spend the night is not considered an emergency situation). Please call and ask an administrator when considering a bus switch. Do not call the Transportation Terminal. They have been instructed to ask you to contact the school first.

Changes for an Individual Student's Dismissal

Children do not always hear verbal directions correctly, and they often do not remember the day for which a specific after-school arrangement has been made. A note or phone call from the parent is required if a child is to do something out of the ordinary on a particular day. If the child does not present a note from the parent he/she will be sent home the usual way. If you need to change your child's after school plans, please call the OUE Office before 2:10 p.m. to ensure that your child receives the message. Students are only allowed to ride a different bus in emergency situations.

Building Schedule

Full Day

7:10 Teachers and staff report

7:20 Cafeteria opens for those students eating breakfast

7:20 – 7:35 Building opens and students report to breakfast or the gym

(Teachers are now on duty. Students should not arrive before 7:20.)

7:35 Students report to classrooms

7:45 School begins

10:40 – 12:36 Lunch

2:55 Dismissal from classrooms

3:10 Staff are dismissed

Early Release

7:10 Teachers and staff report

7:20 Cafeteria opens for those students eating breakfast

7:20 – 7:35 Building opens and students report to breakfast or the gym

(Teachers are now on duty. Students should not arrive before 7:20.)

7:35 Students report to classrooms

7:45 School begins

12:10 Dismissal from classrooms

School will be serving lunch on early release days.

Please make sure your child is aware of his/her after school arrangements on early release days.

For the safety and well-being of the students, parents/guardians are asked to make certain the school office has the current home address and phone number; each parent/guardian's place of employment and phone number; and an emergency phone number. Please update the school office of any changes that occur throughout the school year.

Late Start

A late start will mean that everything is simply pushed back TWO HOURS later than normal. The only exceptions to the 2 hour delay are SOAR which will open at 7:00 A.M. and the Childcare center, which will open at 8:00 A.M. Breakfast will not be served on late start days, except to the students at SOAR.

Telephone Messages and Deliveries

Students will not be called from class to answer calls. Office personnel will deliver messages. Student calls will be limited to emergency situations.

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.

Parties/Celebrations

Classroom Parties

There will be three classroom parties: Halloween, Winter/Holiday, and Valentine's Day. The parties are sponsored by PTO and teachers.

Birthday Celebrations

Students are allowed to bring birthday treats. The treats must be prepackaged and distributed at the end of the day. Parents are asked to contact the classroom teacher prior to sending treats to check for allergies and schedule conflicts. Store-bought treats should have a label with nutritional information.

Students are not allowed to hand out home party invitations of any kind at school unless there is an invitation for every child in the classroom.

Parent Volunteer Program

The philosophy of the Odessa R-VII School District volunteer program embodies the belief that community participation in the school enriches the school program and fosters the public's interest in our schools, both of which can make a positive difference in the educational environment. If you are interested in becoming a volunteer, please contact: Mr. Doering, Principal, at 816-633-5396. We look forward to hearing from you.

Playground Policies

A productive school climate is warm, friendly, safe, and orderly. In order to have a productive school climate, it is necessary to have policies and rules concerning recess behavior and supervision.

1. Children should not bring personal playground equipment or toys to school unless approved by the teacher in charge. The school shall not be responsible for loss or destruction.
2. Any behavior or misuse of equipment in a noticeable, hazardous manner shall be considered out of order, and proper correction shall be made accordingly.
3. Abusive behavior such as pushing, shoving, quarreling, scuffling, and chasing others is unacceptable.
4. Wrestling, fighting, or play fighting is not allowed.
5. Students are to stay within the enclosed boundaries of the school grounds at all times.
6. Any damage to the equipment or building should be immediately reported to the principal's office.
7. Tackle football, touch football and tag/chase are prohibited!
8. Snowballs, sticks, or rocks are not to be thrown on the playground.

Weather Conditions Limiting Outdoor Recess- We take the children outside for recess every day, weather permitting. The children do not go outside if it is raining, bitterly cold (32 degree real feel or less), and in some cases, snowing. Please send your child with proper attire for existing weather conditions.

Personal Items

One of the main goals of Upper Elementary School is to increase students' time-on-task. We are always looking for better ways to increase students' learning time and instructors' teaching time. We are asking parents' cooperation and help in this endeavor by seeing to it that students do not bring toys and nuisance items to school. Much valuable learning time is lost due to the distraction and discipline problems created by these items. The only time a student will be allowed to bring items, other than routine school supplies, to school is for "Show and Tell" activities.

Pets

Pets following children to school are endangered by traffic and are a potential danger to students on the playground.

Money

We encourage you to send only lunch or milk money with your child to school. The risk of lost money is always present.

Toys, Radios, and Computer Games

Toys, radios, and computer games can easily distract a child's interest. Please do not send them unless it is pre-arranged by the teacher.

Trading Cards

Baseball, Pokémon, or trading cards of any kind are not allowed at school. Students who bring cards will have them taken away and kept in the office and sent home at the end of the school day. The student may pick up his/her cards at the end of the day on the last day of school.

Cell Phones

Cell phones are not to be used during school hours. Cell phones should be turned off and put away upon entering the building. They must be turned off and left in lockers throughout the day and may only be taken out after school once the student is outside the building. The school will not assume responsibility for any cell phone brought to school.

STUDENTS ARE NOT TO BRING ANY GLASS CONTAINERS TO SCHOOL.

Lost and Found

Anything lost or found should be reported to the principal's office immediately. To help eliminate confusion, children's coats, sweaters, book bags, ball gloves, etc. should be marked with their names. Such marking will increase the chance of children finding lost items. Lost articles found in the building or on school property will be kept for two months, after which they will be given to charity or discarded.

Bicycles

Racks are provided for bicycles. All bicycles are to be parked in the racks. Students riding bikes to school are required to immediately park the bicycles in the racks and go into the building gym or to breakfast. Bicycles are not to be ridden until the end of the school day. It is recommended that students lock their bikes in order to prevent theft. The school is not responsible for the loss of bicycles. It is recommended that students who ride bicycles follow safe riding procedures.

Book Fees

Students will be assessed a fine if there are markings, writing, or damage to textbooks that are assigned to them. If the book is not returned at the end of the school year, the student must pay for the book. Students will be held responsible for proper care of all books, supplies, apparatus, and furniture furnished by the school district. Students are urged at all times to take particular care of school property. In case of accidental damage such as breaking of glass in a window or door, the student should report the accident to the office. Intentional damage to school property (e.g., writing on bathroom walls,

defacing desks or books, destroying school equipment, etc.) will be a violation of the Student Code of Conduct and disciplinary action will be taken. Also, it is your child's responsibility to take care of their property. Please put your child's name on all their personal belongings.

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.

School Pictures

Color photographs are taken each fall. The office requires a picture of each child for identification and for permanent records. All children should have pictures taken, but no parent is required to purchase pictures. A yearbook will be available in the spring for each student to purchase. A spring picture is also taken and parents may also purchase these photos.

District Policy Information

Physical Examinations and Screenings S-146-S

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

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

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

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

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

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

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

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

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

School Nutritional Program F-290-S

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

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

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

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

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, tornado, earthquake, lockdown, and medical emergency drills are held regularly throughout the school year and appropriate instructions are given in each class. A School Resource Officer (SRO) will be available to all buildings in the Odessa R-VII School District and he/she will follow all district policies.

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.

School-Parent-Student Compact

Odessa Upper Elementary and the parents of students participating in the Title I activities, services, and programs agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

School Responsibilities

OUE and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning standards as follows -
 - *Retain highly qualified principals and teachers,*
 - *Provide instruction, materials, and high quality professional development which incorporates the latest research, and*
 - *Maintain a safe and positive school climate.*
- Hold annual parent-teacher conferences to -
 - *Discuss the child's progress,*
 - *Discuss this compact as it relates to the child's achievement, and*
 - *Examine the child's achievement at the end of the third quarter of attendance.*
- Provide parents with frequent reports on their child's progress as follows -
 - *Monthly suggestions from teacher and school, and*
 - *Progress reports sent home by the school.*
- Be accessible to parents through -
 - *Phone calls, person-to-person meetings, or email,*
 - *Scheduled consultation before, during, or after school, and*
 - *Scheduled school observations.*
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows -
 - *Listen to children read,*
 - *Help with classroom decorations, art projects, etc.,*
 - *Present a program on your culture, a different country, etc., and*
 - *Assist with holiday programs or parties, educational trips, etc.*

Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

1. *Make sure they are in school every day possible.*
2. *Check that homework is completed.*
3. *Monitor the amount of television watched.*
4. *Volunteer in my child's classroom/school when or if possible.*
5. *Be aware of my child's extracurricular time and activities.*
6. *Stay informed about my child's education by reading all communications from the school and responding appropriately.*

Student Responsibilities

I, as a student, will share the responsibility to improve my learning to meet the Missouri Learning Standards and will-

1. *Attend school every day possible,*
2. *Be respectful toward others,*
3. *Do my homework every day and ask for help when I need it,*
4. *Read or be read to every day outside of school time, and Give all notes and information from my school to my parent/guardian daily.*

Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement 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.

Bullying Investigation Report Form

If you believe you have been the target of bullying or have witnessed the bullying of a student, complete this form and submit to 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: _____