



OAK GROVE MIDDLE SCHOOL

Student Handbook

2023-2024

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WELCOME TO OAK GROVE MIDDLE SCHOOL 2023-2024

Dear Friends:

The Staff of Oak Grove Middle School believes in creating an atmosphere where students value intellectual learning, strive to function independently, and develop a sense of responsibility. As part of our attempts to create this environment we are providing your student with the following planner.

This handbook has been designed for students and parents to be used as a student reference tool throughout the year. It would be impossible to address every situation and/or scenario which could occur at school. However, we have made every attempt to inform you of as much as possible. Please take time to thoroughly read and discuss it together.

The Oak Grove Middle School staff believes that communication between the school and home is an extremely important factor in helping students realize their full potential. We also believe that the successful student is one who has his/her parents and school working as a team. Parents taking an active role in their child's education plays an important part in a student's success. You can contribute to this success by:

- Regularly checking the SIS Parent Portal.
- Making regular contact with your child's teachers
- Attending your child's conferences, activities, etc.

As we move through this school year, we hope your student finds success at OGMS.

If at any point in time you have questions, please do not hesitate to call.

Sincerely,

Tracy Kemp
Principal

Tyler Hames
Assistant Principal

Oak Grove Middle School

Core Beliefs

Core beliefs outline the professional actions and attitudes of the staff, teachers, and administrators in the Oak Grove Middle School. The following core beliefs state our promise to the students, parents, community, and to each other to not only educate and discipline under these beliefs but to hold each other accountable to them.

When working with students, parents, or each other, we believe:

- 1. Logical consequences will be used instead of punishment whenever possible.**
- 2. Problems are really opportunities to learn and grow.**
- 3. All individuals will be treated with dignity at all times.**
- 4. All individuals will be guided through and expected to solve their own problems without creating a problem for someone else.**
- 5. In making a logical connection between the infraction and the action taken.**

Oak Grove Middle School Mission:

**Oak Grove Middle School believes in creating an atmosphere where students value intellectual learning,
strive to function independently,
and develop a sense of responsibility.**



TABLE OF CONTENTS

MIDDLE SCHOOL PROCEDURES AND DAILY OPERATIONS	
Morning Procedures	5
Dismissal Procedures	5
Lockers	5
Property: School and Personal	5
School Closing	5
Use of Phone	6
Visitors	6
Emergency Situations and Drills	6
Attendance Policy	6
Tardy Policy	8
Activities	9
Student Recognition	9
Class Fees	10
Media Center Policies	10
ACADEMICS	
Curriculum	11
Reading	11
Grade Reports, Report Pupil Progress	11
State Assessments	11
Contact Advisory Program	11
Concentrated Student Intervention	12
Summer School	12
Homework	12
Guidelines for Submitting Homework	12
Absent Work	12
Parent Link	13
SERVICES	
Guidance and Counseling Services	14
Transportation Services	14
Health Services	14
Administering Medication to Students	14
Nutrition Services	16
STUDENT BEHAVIORS AND EXPECTATIONS	
Prohibited Items	18
Electronic Devices	18
Dress Policy	18
Computer Usage Expectations	19
Public Display of Affection	19
Leaving Class or School Grounds	19
Bullying	20
Bus Rules and Regulations	20
Media Center Academic Dishonesty	20
DISCIPLINARY CONSEQUENCES	
In School Suspension	21
Out of School Suspension	21
Long Term Suspension or Expulsion	21
Corporal Punishment	22
STUDENT DISCIPLINE	23-34
OAK GROVE SCHOOL DISTRICT BOARD OF EDUCATION POLICIES	35-38
Safe School Contracts, Supply List, Medication Permit, Bell Schedule, District Calendar	39-45

Middle School Procedures and Daily Operations

MORNING PROCEDURES

The building is open to students at 7:10 AM except for those who have made arrangements in advance to work with a teacher. We ask that parents not bring students to school before 7:30 AM. Students must report directly to their PRIDE classroom unless they are getting breakfast in the commons, breakfast can be taken to the PRIDE classroom to be eaten.

DISMISSAL PROCEDURES

School is dismissed at 2:45 PM. For their own safety, students are required to leave school grounds immediately after school unless they are participating in an activity, or under the direct supervision of a teacher.

LOCKERS

Each student is assigned a locker in the 6th, 7th or 8th grade house and also a locker in the athletic locker rooms for Physical Education class or athletics. Students should not change lockers, often teachers and parents must retrieve items for students due to absence. Do not give your combination to anyone. Students are responsible for the materials left in their locker. No student may go to their locker during class time without a pass from a teacher. Lockers should be cleaned regularly. No open pop or open snacks may be kept in the lockers. If students wish to attach anything to the inside of the locker for decoration, it should be done so with tacky putty or a magnet rather than tape. Decorations must follow rules of good taste and sensitivity.

*** Lockers remain under the jurisdiction of the school. The principal and or staff may do inspections as needed.**

PROPERTY: SCHOOL AND PERSONAL

Students will respect the school building by taking proper care of textbooks, supplies and equipment provided by the school. Any damage to textbooks considered to be beyond normal wear and tear will be assessed by the principal. Obligations must be taken care of before a grade card will be issued to the student.

Secure all personal property by keeping it locked in your locker. Do not bring items that are valuable or large amounts of cash.

SCHOOL CLOSING

If school is closed because of bad weather, announcements will be made on radio stations and local television stations. If you are registered with the School Reach system, you will automatically receive a call informing you of school closing. Please do not call the school office. Parents have the opportunity to sign up for School Reach by filling out a form that is at the end of this handbook and also given out at the beginning of the school year. Parents who sign up for

School Reach will receive phone calls for important reminders, upcoming school events, and cancellations due to weather.

USE OF PHONE

Parents are asked to make after school arrangements with their children before they leave home. Use of the office phone during the school day is limited to **emergency use** only. **Students will not be called out of class to talk to a parent or to call a parent unless it is an emergency.** Messages will be sent to students if they are of an urgent nature. If there is a need to notify the office of your child going home a different way, this notification needs to be taken care of by 2:00 pm. This is to ensure that we get students home to you safely; with short notification, confusion may occur by the student and staff, causing delay in the child's arrival home.

VISITORS

To help us insure the safety of all our students, all our main entry doors remain locked during the day. All visitors must be buzzed into the school by pushing a button on the wall next to the front door entrance and announce their reason for visiting. Visitors are asked to report to the office before going to any part of the building so they can sign in and be given a visitor's badge. Parents are allowed to attend classes but prior arrangements must be made with the principal. No pre-school age children may attend classes. Students wishing to bring a middle school-age visitor to school must first make arrangements for the visit by getting permission from the principal. Permission must be given at least one day in advance. Students from schools in close proximity of Oak Grove will not be allowed to visit classes unless the principal gives special permission.

EMERGENCY SITUATIONS AND DRILLS

Fire, tornado, and lockdown drills will be held periodically during the year. Students should follow the instructions of the classroom teachers. There is a fire signal and a tornado siren. Move with your teacher to the designated safe area and assume the safe position until instructed otherwise by the teacher.

***In the event of an actual emergency, students will not be released to parents if imminent danger is present.**

ATTENDANCE POLICY

Regular attendance and participation in classroom instructional activities provide essential steps to achieving the educational objectives for each class. The Oak Grove Middle School staff expects that every student attend school and all assigned classes every day. We encourage parents to discuss good attendance with students and to excuse them only for an illness or other emergency. We believe MS students must learn the valuable concepts of attendance and punctuality for their maturation and acceptance of their responsibility for their actions. Good school attendance prepares teenagers for attendance requirements placed upon them as adults.

Poor attendance at work sometimes leads to job dismissal; poor attendance at school results in loss of instruction. When students miss class, they miss the material covered, the opportunity to interact with the teacher as well as other students, and the opportunity to pursue learning opportunities available only in the classroom interaction.

The school cannot teach students who do not attend school. In dealing with attendance, as well as all other areas, parents and the professional staff of OGMS must work together as partners. We understand that many activities outside the school curriculum provide worthwhile educational experiences, and we do not intend to limit these experiences. We do, however, ask parents to make every effort to schedule these activities, as well as medical appointments outside the regular school day and year.

The net effect of an unexcused absence or absences may be a reduction in the student's grade. Additionally, students who have unexcused absences may be required to attend after school classes or Learning Academic Ed. Lab to complete classroom work covered in their absences. A student's attendance record is very important as it becomes a part of his/her permanent lifetime record. Students with regular attendance generally earn higher grades than those students with poor attendance.

Students at OGMS will be allowed eight (8) days of excused absences per semester. **Any absences beyond eight (8) days will automatically be unexcused and will result in a 2% reduction of all quarter grades.** All absences, even beyond the eight-day limit, must be verified by a parent phone call to the MS office within forty-eight (48) hours at **816-690-7425**. If the office doesn't receive a phone call, the absence will be treated as truancy (see Discipline Procedures). The administration will contact the parent(s) via mail when any student reaches his/her 4th and 8th absences. While the school will make these contacts, ultimately the student must monitor his/her own attendance. We also encourage parents to monitor attendance through SIS Parent Link. If a student and his/her parent(s) feel justified that extraordinary circumstances have contributed to reaching the eight day limit, they may appeal to the principal/assistant principal. The student/parent(s) must complete and file an appeal form within five days from the receipt of the 8th day absent letter from the principal. The assistant principal, counselor and a classroom teacher will review the appeal and determine the necessity of a hearing from the Attendance Absences that do not count toward the eight-day limit include authorized school activities and out-of-school suspensions. Students attending school-sponsored activities assume full responsibility in securing and completing make-up work from all classes that they miss

The parent **MUST** contact the school and give the reason for any absence. The middle school number is **690-4154** (Nurse & Attendance). An excuse phone call will not be accepted after 48 hours.

1. School officials will determine whether the absence is excused or unexcused.
2. Should the parent decide not to give a reason for the absence, the absence is unexcused.
3. If an absence is unexcused, then the quarter grade will be reduced by 2% for each unexcused absence.
4. The student must initiate the make-up work immediately upon returning to school.
5. If the student knows of an assignment or test before his/her absence, the teacher may request that the work be done the day of return. Parents should contact the principal prior to a lengthy absence. Homebound programs are available. If vacations must be taken during school time, assignments for homework must be secured before the student leaves school.
6. Students sent home for disciplinary reasons will be unexcused for all classes missed, and the quarter grade will be reduced 2% for each day of absence due to discipline
7. The building principal will use discretionary methods when he is dealing with procedures for making up work, reporting absences, etc.

8. Students must supply the principal/assistant principal/office personnel with a note from any doctor/dentist appointment to verify the time and date of appointment. OGMS will excuse students for travel time and the actual appointment only.

Absent from First Period

Any student who arrives to school after 7:50 AM will be counted absent from their class. When entering the school they are to report to the office, sign in and receive a pass to class.

TARDY POLICY

At Oak Grove Middle School, we believe the first minutes of each class period are vital to the success of the class. All students arriving to class on time is a critical element to a successful beginning of the class. Tardiness is defined as any unexcused appearance of the student after the scheduled time a class begins. Teachers may require that students be in their seats when the class begins and that they possess all required classroom and study materials. It is a common occurrence for teachers to assign work as the students enter the room. Students who are tardy to class may lose credit for that assignment. Students whose tardiness resulted from being detained by a faculty member will not be counted as tardy and will be allowed to complete the opening assignment for credit. The student must secure a note from the detaining teacher for the tardy to be excused. Any student arriving to class late without a note from a teacher or from the office is to be counted tardy. Teachers may make advance arrangements with other teachers to detain a student.

Tardy to School

Students arriving after 7:40 AM but prior to 7:50 AM will be counted tardy to school. When entering the school they are to report to the office, sign in and receive a tardy pass to class. An Office tardy counts and accumulates just as they would to any class. The administration will monitor tardiness to school. Excessive tardiness may result in detentions and/or suspension.

Tardy to Class

Tardiness is defined as any unexcused appearance of the student after the scheduled time a class begins. Teachers may require that students be in their seats when the class begins and that they possess all required classroom and study materials.

Consequences for Being Tardy

1st and 2nd Tardy – Teacher, Student Conference

3rd Tardy - Parent phone call by teacher

4th Tardy – The student will receive an after school detention and contact will be made to the parent/guardian.

5th Tardy_ – The student receives a discipline notice and is assigned ISS.

6th Tardy & subsequent – The student receives a discipline notice and is assigned ISS.
The student will also lose 2% off quarter grade after the 6th and every subsequent tardy after 6.

***Each quarter the number of tardies a student accumulates will start over.**

ACTIVITIES

Eighth grade girls are encouraged to participate in cross country, volleyball, wrestling, cheerleading, basketball and track. Eighth grade boys may compete in cross country, football, basketball, wrestling and track. Seventh grade boys may participate in football, basketball, cross country, wrestling and track. Seventh grade girls may participate in volleyball, wrestling, basketball, cross country and track. OGMS students are encouraged to support all OGMS teams at games. Good sportsmanship is expected of OGMS students at all times. OGMS students follow the high school activities rules and handbook which is available at Oak Grove Middle School.

Academic Clubs and Activities

OGMS offers many different academic activities and clubs including; Yearbook one Act Plays, Panther Book Club, Marching Band, Jazz Band, and Cheerleading.

Attendance at Activities

To attend a school-sponsored activity, a student must be at school by noon on the day of the activity if he/she has been absent that morning. Any student who goes home ill during the day or is suspended from school will not be allowed to participate in or attend an activity that night.

A number of concerts, athletic events, plays and socials are held at school for OGMS students. Students are expected to act respectably while in attendance and show good sportsmanship. No student may leave an activity and be allowed re-admittance. Students who cause problems at events will be asked to leave and not be allowed to attend another event. Disciplinary action may also be taken. During the time a student is serving OSS they are prohibited from attending all school functions including evening and weekend school events.

Participation in Activities

To participate in an athletic event, a student must be in school all day the day of an event and on time to school the day after an event unless he/she receives prior permission by the coach, principal and or the athletic director. Any student who goes home ill during the day or is suspended from school will not be allowed to participate in or attend an activity that night.

STUDENT RECOGNITION

The Honor Rolls are designed to recognize students that have achieved high grades for each quarter. The Principal's Honor Roll recognizes students with a 3.75 to 4.0 GPA. Students with a 3.0 to a 3.74 GPA are on the Honor Roll. Names of these students will be printed in the local newspaper.

Special award presentations are made throughout the year for student contributions in athletics, music, drama, and other school activities. Students receiving perfect attendance are recognized at the end of the year.

CLASS FEES

The following classes require a fee to assist in purchasing supplies needed for various classroom projects and activities:

8th Grade

Drawing/Painting: \$15.00
Sculpture: \$15.00
Exploratory FACS: \$15.00
Exploratory Technology: \$10.00

7th Grade

Introduction to Multi Media: \$10.00
Cultural Art: \$15.00
Drawing/Painting: \$15

- **Classroom fees could be added dependent on projects designed by the student or needs based on supply.**

TECHNOLOGY- CHROMEBOOK INITIATIVE 1:1

We are excited to be able to check out a Chromebook to each student in grades K-12 to help support their learning. Please read the [1:1 Chromebook Initiative Handbook](#) for details.

Technology Fee

The district's technology fee (\$25) will be assessed per student per year to assist with program costs for our 1:1 program. Students who qualify for free or reduced-priced lunches or are otherwise financially stressed are eligible for a reduction of the technology fee. The technology fee can be paid over the course of the school year. If the fee is not paid by the end of the school year, a hold will be placed on the student's account.

MEDIA CENTER POLICIES

1. All middle school students are welcome to use the Media Center and to borrow materials for check out.
2. Reference materials may be checked out for overnight use, and must be returned before classes begin the next school day.
3. Magazines may be checked out for one week.
4. Other books may be borrowed for three weeks. A student should have only two books out at one time unless special arrangements are made.
5. Books that cannot be found should be paid for promptly. If the book is returned in good condition before the end of the school year, a refund will be made to the borrower.
6. Charges will be assessed for books that are returned beyond reasonable wear. This includes writing or marking and removal of barcodes and spine labels.
7. All computer usage rules apply in the lab.
8. Special arrangements may be made with the media center specialist for other times to use the media center beyond school hours.
9. No materials may be taken from the media center unless properly checked out.

Oak Grove Middle School Library Overdue Procedures

Students are given a 10 day loan period. They may renew the item once if the item is not on hold for another student. If an item is not returned 20 calendar days after the 10 day loan period is up, the item(s) will be processed as a lost book by the library software. In order to reclaim overdue materials the Media Specialist will:

1. Notify students via contact teacher using notices generated by the library software program when the book is 5 or more dates late.
2. Notify parents via email using notices generated by the library software program when the book is 10 or more days late.
3. Notify parents via phone when an email is undeliverable and a book is considered a lost book.
4. Mail overdue notices to parents at the end of the 1st and 3rd quarter.
5. Withhold grade cards at semester and year-end for students who have a book(s) that are coded lost or not returned by the end of the school year.

Academics

CURRICULUM

OGMS offers a curriculum that is strong in building basic skills while offering a wide variety of exploratory opportunities for students. Core classes at each grade level include English Language arts, reading, math, science, social studies, and health/physical education. Exploratory and elective offerings include music, band, art, technology, PLTW, computers and family and consumer science. An advisor/advisee program called PRIDE meets 30 minutes daily.

READING

Reading is a top priority at OGMS. We believe that reading is one of, if not the most, important skill that a child will ever master. We encourage OGMS students to read for many different purposes, including entertainment, and to read in all content areas. In their reading, we hope they become more insightful and they develop increasing control of how to use good reading strategies. For these reasons, we require that all OGMS students have school appropriate reading material with them at all times.

GRADE REPORTS

Progress reports for all students will be emailed at the midterm of each quarter. All Quarter and semester grades will be e-mailed as well. Parents are asked to keep email addresses current or inform the office if parents do not have email. If students have overdue Media Center materials, their grade cards will not be released until this or any other fine is paid for.

REPORTING PUPIL PROGRESS

Each quarter students will receive a mid-quarter report and a quarterly report. A semester grade will be the average of two quarters' grades. The Middle School has a fixed percentage required for each letter grade, and is as follows.

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

STATE ASSESSMENTS

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards by the Missouri State Board of Education. Grade-Level and End-of-Course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). Students in grades 3-12 will be **required** to take Grade-Level and EOC assessments for courses they are enrolled in for the current year. Students will take state assessments in the spring of each school year.

PRIDE STUDENT ADVISORY PROGRAM

From 2:15pm – 2:45pm students will have a home room that they report to on a daily basis. This time is designed to assist students in building skills for success at OGMS, helping meet the needs of middle level learners and creating a positive attitude about our school and community. ***This is not a study hall, or designed as a “homework period”***. OGMS will follow lessons created to incorporate character education, anti-bullying, social emotional development, literacy and skills necessary to be successful not only in an academic setting, but also in real life. Students will be with their PRIDE class for assemblies, activities, grade reports and character education. The PRIDE program can also be used to implement student intervention strategies/techniques designed by the Student Success Team.

STUDENT SUCCESS TEAM

The Student Success team is a school-based problem solving team built on the assumption that teachers in regular education have the ability to resolve many of the instructional and behavioral difficulties experienced by their students. Those same teachers need and deserve the support of their colleagues within the building. This team designates one team member from each grade to help identify students that need assistance outside of the normal interventions that we utilize in the traditional classroom setting. The grade level team will then determine appropriate instructional strategies, intervention plans, and placement based on data/information gathered. Things that can be considered would be instructional strategies, attendance concerns, social skills, etc.

SUMMER SCHOOL

Summer school provides two services for our students; one is enrichment. This program provides students an opportunity to add to their knowledge base. Second is for the recovery of credit. Students that receive an F for a semester core class will be required to attend summer school.

HOMEWORK

Student learning improves when homework serves a clear purpose and is matched to both the skills of each individual student and to the current topic being taught in class. Feedback improves the effectiveness of homework, especially when given in a timely manner. Homework should be assigned to increase the knowledge and improve the abilities and skills of the students. It should not be rote, or grind work, designed to take up children’s time without offering tangible benefit. It should reinforce what students have already learned. Students generally benefit when their parents become involved in the homework process. Setting a regular time to do homework and designating a specific place for doing homework helps keep the student well-focused on his or her studies.

GUIDELINES FOR SUBMITTING HOMEWORK

All students are expected to complete, and submit homework assignments on time. The following guidelines will be used when accepting late work.

- One School Day Late: The student can receive up to 90% of the grade
- Two School Days Late: The student can receive up to 80% of the grade
- Three School Days Late: The student can receive up to 70% of the grade
- Four School Days Late: The student can receive up to 60% of the grade
- Five School Days Late: The student can receive up to 50% of the grade
- ANY WORK MORE THAN 5 DAYS LATE WILL RESULT IN NO CREDIT!!**

ABSENT WORK

It is the student's responsibility to request **all** work the day they return to school.

- For every day a student is absent, they shall have **1 school day** to make up the assignments. Makeup days will not exceed one week.
- The student must initiate the make-up work upon immediate return to each class. If the student knows of the assignment or test before his/her absence, the teacher may request that the work be done the day of return.
- The classroom teacher will determine the make-up work and the time allotted for the work. Should there be a grievance concerning the time allotted for make-up work, the principal or his assistant will make the final decision.
- Work not completed in the allotted time will result in a zero.
- Additional time for extended absences due to illness, or family emergency can be arranged with the student's teachers.
- If a student is told of an assignment or test before being absent, he/she is responsible for having the work completed or taking the test the day he/she returns to school. No extra time should be allowed.
- If the student is absent 2 or more days work may be requested. **Call 690-4154 by 9:30 a.m.** if work needs to be collected by the end of the day. If a student is going to be out of town for an extended period with parents, the school should be notified in advance, and the student should make arrangements for class work before leaving.

PARENT LINK

Oak Grove Middle School has activated a Parent Link on our web site. Through this web-based system you will be able to view your child's attendance history, lunch balance, and grades. Parents have the opportunity to sign up for Parent Link by filling out a form that is in the back of the handbook and also given out at the beginning of the school year. Parents must have an email address to use Parent Link.

RETENTION AND ACADEMIC PROGRESS

OGMS believes a student should be placed in the grade level and classes that best meet the student's academic needs. A student's social and emotional needs will also be considered, to the

extent that they affect academic progress. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the principal or designee as needed. Criteria such as attendance, academic progress, teacher recommendation and citizenship are all taken into consideration. **The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes.**

Services

GUIDANCE AND COUNSELING SERVICES

The Counseling office at OGMS is located in the Administrative offices. The guidance program consists of working with students to help them develop academically, personally and socially. The counselor works closely with students, parents, teachers, and the principal to provide students with the best possible resources and services. The counselor is available to all students and parents. Students may sign up in the office for an appointment or get a pass from a teacher. Parents may contact the counselor at any time at 690-4154 or by e-mail.

TRANSPORTATION SERVICES

Bus service is provided by the district through Durham School Services. It is important that your child ride the bus consistently. We are required to keep an account of the actual days a pupil rides the bus. Bus information and routes are included on the district web page at www.oakgrove.k12.mo.us. You can contact Durham School Services at **690-3813** for additional information.

HEALTH SERVICES

The Nurses clinic is located in the Administrative offices. The middle school nurse is available from 7:15 AM -2:45 PM every day. The health professional will determine if a student needs to go home and she will make the necessary arrangements with parents. Students may not go to the nurse without a pass from a teacher unless it is an obvious emergency.

No student shall call home for a parent to come pick him/her up unless permission has been given. The nurse or other authorized personnel will make the decision to call a parent to get the student. Leaving school without prior permission given by the nurse, principal or other authorized personnel will result in disciplinary action.

ADMINISTERING MEDICATION TO STUDENTS

Regulation 2870

Prescription Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided.

When possible, the prescriber should state adverse effects and applicable emergency instructions.

In lieu of the prescriber's written request, the District will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency).

Over the Counter Medication

Over the counter medication may be given up to 6 times per semester. Required medication after 6 incidents will need to have a doctor note. A fever with a temperature of 100.6°F or greater requires the student to be dismissed from school. Parent contact will be attempted if pain medication is administered to inform parents of the time and reason.

Emergency Medication

Written standing orders will be obtained annually for the administration of emergency medication.

Storage and Administration of Medication

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication.

Self-Administration of Medication

Students with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration is part of this Regulation.

Parent/Guardian Administration of Medication

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

Exception for Potentially Harmful Administration of Medication

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

NUTRITION SERVICE

The Oak Grove School District operates the National School Lunch and Breakfast Program under the guidelines set forth by the United States Department of Agriculture and as administered by the Missouri Department of Elementary and Secondary Education. As a part of this program, the District will be sending home forms for application to seek assistance under the program. All students will receive nutritionally balanced, low-cost or free lunches each school day.

OPAA! Food Management is the district's food service provider and will be making printed monthly menus available for each student to assist in making nutritious choices. In addition to the access to printed menus, students can access school menus from their home computers by clicking the "School Menu" link on the district web site. All school lunch and breakfast menus meet or exceed the federal requirements for calories and key nutrients. Questions about the program should be directed to the Director of Nutrition Services at 816- 690-4156 x1431.

Meal prices will be set by the Board of Education at the beginning of each school year.

Meal Prices for the 2023-2024 School Year

Milk \$.65 Breakfast \$1.90 Lunch \$2.65

Breakfast/Lunch

- Both breakfast and lunch are provided for OGMS students. Breakfast is served from **7:10 AM to 7:33 AM** each morning.
- A regular tray lunch and an Al-a-Carte snack line are provided. Money for lunches must be deposited by 7:40 am to appear on the student's account.
- Charges are not permitted.
- All students must report to the cafeteria during their lunch shift, whether they are eating or not and must remain there until released by the supervisor.
- No student will be allowed to leave school grounds to eat at home or eat outside of school. **Pizza and fast food deliveries will not be accepted at school** unless permission has been given by the principal for a class activity.
- Sack lunches may be brought from home, and milk and juice may be purchased in the cafeteria.
- Students are asked to help keep the cafeteria and tables clean during lunch.
- Conversation must be kept at a respectable level.

Student Behaviors and Expectations

Board Regulation 2610

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

It will be at the discretion of the principal, assistant principal, or superintendent to administer consequences of any violation of the Oak Grove Middle School Discipline Plan, as the severity of the infraction warrants. Every situation is unique; therefore the administrator will have discretion to develop different strategies for different students and different situations. The consequences may be more severe or less severe than indicated by the policy, including suspensions or recommending expulsion. It should be noted that the administration will only discuss discipline matters with the student's parent or legal guardian. It is important and should be understood, that discipline is not always equal; however the teacher and administrators of OGMS strive to be fair.

It is the policy of Oak Grove Middle School to prohibit any actions or behavior that is disruptive and unreasonable and/or a violation of local, state, or federal law.



PROHIBITED ITEMS: *(The following is a list of items that are not to be brought to school)*

- Water may be brought to school in a clear, sealable container. No other drinks allowed.
- Food, with the exception of that brought for breakfast or lunch.
- Alcohol, tobacco or illegal substances.
- Toy guns of any kind or other disruptive toys.
- Weapons or facsimiles of weapons of any kind. This includes pocketknives, ball chain necklaces and billfold chains.
- Lighters, matches and any type of fireworks as well as laser lights.
- Pornography of any kind, either print or electronic.

ELECTRONIC DEVICES

Students are discouraged from bringing electronic devices such as cell phones, cameras, and MP3 players, as well as other devices to school. If students bring electronic devices to school they must be turned off once a student enters the building, secured, and not brought out for public display. Electronic devices may be turned back on upon leaving the building.

Students are permitted to bring e-readers such as Nooks and Kindles. An e-reader permission form must be on file in the office before students may bring them. E-reader permission forms are found in the back of this handbook.

*** OGMS assumes no responsibility for lost, stolen or damaged electronic devices.**

DRESS POLICY

The Oak Grove Board of Education requires that students wear appropriate dress to school at all times. There's a connection between dress habits and positive school behavior. Students need to be well groomed and neatly dressed to create a positive learning environment for ALL students. Complete and appropriate dress and shoes are required at all times. Slippers and sleepwear (pajamas, flannel bottoms, etc.) are not acceptable. Clothes or accessories considered disruptive in appearance or sexual in nature will not be allowed. The following guidelines on clothing are examples and do not cover all situations. We cannot possibly list every situation; the building principal/assistant principal shall determine the appropriateness of questionable clothing.

- Upper and lower body must be covered.
- Tops and dresses must cover undergarments. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Students shall not wear tank tops, halter-tops, garments with spaghetti straps or strapless garments.
- Tops must not be too short; "see-through," cut low, or expose one's midriff. If you raise your arms and skin can be seen, it's too short.
- Undergarments must not be visible.
- No excessively long pants that drag the floor.
- No face paint.
- Shorts or skirts must not be too short or revealing. Fingertip length as a measurement is only a guideline, appropriate length of shirts and shorts will be determined by an administrator.
- No spikes, dog collars, chains, or long belts hanging below the waistline.
- Hats, hoods, bandanas, kerchiefs, sunglasses, backpacks and purses are to be kept in lockers after entering the building.

- No heavy coats are to be worn in school. Only lightweight, waist length jackets are allowed during the school day. Heavy coats must be kept in lockers.
- Any jewelry, including body-piercing ornaments, must be removed during PE, athletic events or other physical activities.
- No gang symbols or style of dress.
- No Confederate Flags
- Dress that may disrupt classroom work or school functions may not be worn.
- Vulgar, offensive messages are prohibited.** Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability: that promote alcohol or drug use or violence: or that are otherwise contrary to the school's educational mission.
- No house slippers or shoes with similar or soft soles.
- No pajamas.

COMPUTER USAGE EXPECTATIONS

- Computers are to be treated and used with respect.
- Only school-appropriate items are to be produced with the computers.
- Any individual using the Internet must have a responsible use form signed.
- Due to viruses, outside flash drives are not allowed.
- Individuals are not to e-mail or participate in chat rooms.
- Individuals may not download any items from the Internet unless pre-approved and assisted by the teacher.
- Teachers reserve the right to limit time on computer to best serve the interest of all students.
- If computer lab rules are violated, disciplinary action will be taken upon the responsible party/parties.

***Teacher and/or administrators deem what is appropriate and not appropriate.**

PUBLIC DISPLAY OF AFFECTION (PDA)

OGMS students are expected to maintain appropriate contact and relationships with other students in the educational setting. Actions such as holding hands, kissing, hugging, etc. are not considered appropriate at OGMS.

LEAVING CLASS OR SCHOOL GROUNDS

Students must have permission from their teachers before leaving their class. No student will be allowed to leave school grounds during the day unless contact has been made by the parent with the school. The student must sign out in the office and sign back in at the office if returning to school that day. Students who fail to follow this procedure will be considered truant from school and will be subject to disciplinary action. Students are not allowed to call home to leave school without permission from office personnel.

BULLYING

General

In order to promote a safe learning environment for all students, the Oak Grove R-VI School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation

and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by

law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are

victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

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HAZING

Policy		Descriptor Code: JF
HAZING		<input type="button" value="PRINT"/>

In order to promote a safe learning environment for all students, the Oak Grove R-VI School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

* * * * *

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<p>Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">State Reference</th> <th style="text-align: left; padding: 2px;">Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">§565.110, RSMo.</td> <td style="padding: 2px;">State Statute</td> </tr> </tbody> </table>		State Reference	Description	§565.110, RSMo.	State Statute
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BUS RULES AND REGULATIONS

The following safety rules are Apple Bus and Oak Grove School District policies

- Immediately follow the directions of the driver.
- Sit in your seat (not on knees or backpack) facing forward while the bus is moving.
- Talk quietly. No foul language or gestures.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation or inappropriate conduct with another student.
- Do not throw any object.
- No eating, drinking or use of tobacco or drugs or possession of tobacco or drugs on the bus.
- Do not bring any weapon or dangerous objects on the school bus.
- Eating/drinking will be allowed only on activity/field trip buses based on the discretion of the driver, advisor or coach.
- Band instruments or school projects must be held by the student or stored under the seat or placed in a safe location at the driver's discretion. At no time will a student be denied ridership because another student's instrument is taking up the remaining seat.
 - If instruments or items will not fit safely in the seat the items will not be permitted on the school bus.
- Do not damage the school bus. Damage resulting from misbehavior shall be paid for by the student. Suspension from the bus will occur and continue until all damage is paid for.
- Ensure your student knows the danger zone (10 feet around the entire bus).
- Ensure your student is at the bus stop 5 minutes before and stay at least 5 minutes after your stop time.

**PANTHER
PRIDE**

Disciplinary Consequences

Regulation 2661

IN SCHOOL SUSPENSION (ISS)

In School Suspension (ISS) is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

- When you arrive at school report to the office.
- Check in with officer personnel, ask for work your teachers have sent, go to your locker to collect all needed materials for the day. This would include binder, textbooks, pen/pencil, reading book, other items. Use the restroom if needed.
- After the 7:45 bell you will be escorted to the ISS room.
- You may choose to bring your lunch from home, or eat the schools “A” lunch.
- You are expected to follow both class and school rules during your time in ISS.
- You will be allowed to participate in all extra-curricular activities; however the team policy may limit the amount of your playing time.
- While in ISS **all missing** assignments must be completed before you return to class. This may require that you stay in ISS extra days to get caught up.
- Violations of the policies of ISS will result in Out of School Suspension for the same amount of time a student was assigned to ISS plus one additional day.
- Any student that is removed from ISS will be assigned OSS in lieu of In School Suspension.
- Students that receive multiple incidences of ISS (8 days or more/semester) may be suspended from school and ISS will not be used.

OUT OF SCHOOL SUSPENSION (OSS)

Regulation 2662

Out of School Suspension (OSS) is the removal of a student from the school environment for a specific period of time. A student who commits a serious offense or repeated minor offenses will be assigned OSS. Quarter grades will be reduced by 2% in all courses for each day of OSS. Students are not allowed to appear at or participate in any Oak Grove School District events. No OSS student is allowed within 300 feet of property owned or rented by the Oak Grove School District. Homework will be provided. A parent or guardian may pick up and return the work during normal school hours.

LONG TERM SUSPENSION OR EXPULSION

Regulation 2662/2663

The term “suspension” refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) school days for violation of District Regulations. Building principals may also recommend extensions of suspension for periods of time up to one hundred eighty (180) days by the Superintendent. The Superintendent of schools may suspend students for periods up to one hundred eighty (180) days and recommend longer suspension and expulsions to the Board

of Education. Only the Board may impose suspensions in excess of one hundred eighty (180) days.

The term “expulsion” refers to permanent exclusion from school. If a student consistently or egregiously refuses to conform to school policies, rules and/or regulations, the Principal and Superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

Oak Grove Middle School Administration reserves the right to refer any student to the Oak Grove Police Department or Jackson County Youth Court, if behaviors do not improve or student refuses to comply with instructions or continues to impede the learning process.

CORPORAL PUNISHMENT

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



Regulation		Descriptor Code: JG-	
STUDENT DISCIPLINE			

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

Reporting to Law Enforcement

It is the policy of the Oak Grove R-VI School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level

of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

- 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 other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- 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 assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including

controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Restitution. Detention or in-school suspension.
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Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

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

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

Harassment, including Sexual Harassment (see Board policy AC)

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

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

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

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

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.
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Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of

the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
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Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Tobacco

1. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
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2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

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

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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2. 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).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
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Subsequent Offense:	Expulsion.
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3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.



Oak Grove R-VI

Date Adopted:	12/19/2016
Original Date Issued:	6/20/2011

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The Oak Grove R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Oak Grove R-VI School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics

including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same

or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

9. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

10.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Assistant Superintendent

601 Southeast 12th Street

Oak Grove, MO 64075

Phone: 816-690-4156/Fax: 816-690-3031

In the event the 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 acting compliance officer:

Superintendent

601 Southeast 12th Street

Oak Grove, MO 64075

Phone: 816-690-4156/Fax: 816-690-3031

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Oak Grove R-VI School District.
3. Serve as the district's designated Title IX coordinator as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.

11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Oak Grove R-VI School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If

a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves

the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.

2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the

compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent’s decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district’s attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.



Oak Grove R-VI	Original Adopted Date:	6/20/2011
	Last Revised:	3/28/2016

Portions 2014 (1/14), Missouri School Boards' Association, Registered in U.S. C
For Office Use Only: [AC-C.OG6]

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

PUBLIC NOTICE

The local public school district is required to provide a free and appropriate education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday to age 21, regardless of the child's disability. The local public school district assures that it will comply with the full educational opportunity goal, services for students ages (3) to (21). Disabilities include: autism, deaf/blindness, emotional disturbance, hearing impaired and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language, traumatic brain injury, visual impairment/ blindness, and young child with a developmental delay.

The local public school district assures that they will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Step Program.

The local public school district is required to provide to parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or

other rights of their children. Parents have the right to file complaints with the U.S. Dept. of Education or DESE concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act. You may contact the local District to review the requirements provided in FERPA.

The local public school district has adopted a Local Compliance Plan for implementation of special education and this Plan is available for public view during regular school hours on days that school is in session in the Superintendent's office. The Local Compliance Plan is a written narrative, which describes the District's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the District must follow regarding storage, disclosure to 3rd parties, retention, and destruction of personally identifiable information. This plan also describes the assurances that services are provided in compliance with the requirements of 34 GFR 76.301 of the General Education Provision Act.

All public school districts in Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age (21) who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of December 1st of each year. This information is treated as confidential and submitted to DESE. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date/age of each child; disability or suspected disability of each child. Should the District fail to submit an annual Census, the State Board of Education may withhold State aid until the census is submitted. If you have a child with a disability who is not attending the public school, please contact the Director of Special Services of the local district.

SURROGATE PARENT NOTICE

Pursuant to the requirements of State Law 162.997-999 RSMO, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of this requirement, the term may include the biological parent, a guardian, a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local public school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the local public school district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the Director of Special Services in the local public school district.

Accepted by Board of Education

NOTICE: NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Oak Grove R-VI School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools at 690-4156.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, title IX, or Section 504.

NOTICE: STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT (IASA) PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such complaint must be in writing and signed; it will provide specific details of the situation and will indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: complaints must be filed in writing to the Superintendent of Schools. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information may contact local or Department personnel.



**OAK GROVE MIDDLE
SCHOOL
BELL SCHEDULE 2023-2024**

1ST HOUR	7:40-8:27
2ND HOUR	8:31-9:18
3RD HOUR	9:22-10:09
4TH HOUR	10:13-11:00
5TH HOUR	11:04-12:30

[LUNCH A - 8TH GRADE 11:04-11:30]
[LUNCH B - 6TH GRADE 11:34-12:00]
[LUNCH C - 7TH GRADE 12:04-12:30]

6TH HOUR	12:34-1:21
7TH HOUR	1:25-2:12
PRIDE	2:16-2:45