



# **ELEMENTARY HANDBOOK**

2018-2019



275 CLINTON AVENUE  
OSBORN, MO 64474  
(816) 675-2217

Dear Parents;

This Student handbook is an important tool in the education of your child. The Administration and Board of Education feel each and every rule has a purpose and each student should understand not only the expectations, but also the possible consequences. The expectations are provided to ensure each child has the opportunity to experience learning in a safe and nurturing environment free of distractions and harm.

Please take time to go over the Student Handbook with your child so confusion and misunderstandings may be avoided. The last page of the handbook is an acknowledgment that must be signed and dated by you and your child. Please return the acknowledgment to the main office as soon as possible. The remainder of this handbook has additional changes. Please read over the handbook and ask any questions you may have.

I am looking forward to a great year filled with endless possibilities for your child as well as the school district and staff. I encourage you to become a partner in the education of your child. Take the time to ask them how their day was and check their backpack every night for important information and to see their progress with their schoolwork. It takes all of us working together to provide our children with the tools needed to become productive students and members of society.

Please feel free to stop by my office or call the school if you have any questions or concerns regarding the education of your child. I welcome your visits and look forward to working with each and every one of you!

Sincerely,

Derek Brady  
Elementary Principal

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## Board Members

Angie Phillips, President  
Ashley Robinson, Vice President  
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Staci Perry, Director  
Jamie Jackson, Director  
Michael Meek, Director  
Storm Thompson, Director

Jana Gibson, Board Secretary

## Administration

Richard Goin, Superintendent  
Derek Brady, Principal  
Derek Lorence, Assistant Principal  
Casey Arney, Counselor  
Jana Gibson, Administrative Assistant/Bookkeeper  
Ashley Beers, Administrative Assistant

## Elementary Faculty

Teacher	Grade Level/Subject Area	E-Mail
Mrs. Tina Beers	Kindergarten	tina.beers@osbornwildcats.org
Mrs. Holly Hausman	First Grade	holly.hausman@osbornwildcats.org
Mrs. Tanya Meservey	Second Grade	tanya.meservey@osbornwildcats.org
Mrs. Kirstin Schlorff	Third Grade	kirstin.schlorff@osbornwildcats.org
Mrs. Lindsey Colson	Fourth Grade   4-6 Math	lindsey.karr@osbornwildcats.org
Mrs. Jennifer Millard	Fifth Grade   4-6 Social Studies	jenny.millard@osbornwildcats.org
Mrs. Karen McClure	Sixth Grade   4-6 Science	karen.mcclure@osbornwildcats.org
Mrs. Marsha Bashor	Special Education	marsha.bashor@osbornwildcats.org
Mrs. Pam Swindler	Para-Professional	pam.swindler@osbornwildcats.org
Mrs. Rhonda Applegate	Music/Band	rhonda.applegate@osbornwildcats.org
Mr. Timothy Rever	Physical Education/Health	timmy.rever@osbornwildcats.org
Mrs. Ginger Crabb	Librarian/Media	ginger.crabb@osbornwildcats.org
Mrs. Debbie Sprague	Art	debra.sprague@osbornwildcats.org
Mrs. Mary Jane Kemna	Title I Reading Specialist	maryjane.kemna@osbornwildcats.org
Mrs. Lori Brown	Title I Reading Specialist	lori.brown@osbornwildcats.org
Mrs. Linda Utz	Speech	linda.utz@osbornwildcats.org
Mrs. Ginni Sadler	Nurse	ginni.sadler@osbornwildcats.org
Ms. Sherri Slaughter	Head Cook	sherri.slaughter@osbornwildcats.org
Mrs. Casey Arney	School Counselor	casey.arney@osbornwildcats.org
Ms. Ashley Beers	Administrative Assistant	ashley.beers@osbornwildcats.org
Mrs. Jana Gibson	Administrative Assistant/Bookkeeper	jana.gibson@osbornwildcats.org
Mr. Derek Lorence	Assistant Principal/Athletic Director	derek.lorence@osbornwildcats.org
Mr. Derek Brady	Principal	derek.brady@osbornwildcats.org
Mr. Richard Goin	Superintendent	rick.goin@osbornwildcats.org

## Building Hours

Doors will be unlocked at 7:30 a.m. Classes begin at 8:05 a.m. and are dismissed at 3:10 p.m. Please do not get to school before 7:30 a.m. unless you are involved in a supervised activity. If you arrive before 7:30 a.m. report to the cafeteria until a supervising teacher is in the gym. Students are not to loiter on school property before or after school. Upon dismissal of school, students should have transportation arranged to avoid “hanging-out” at school unless they are supervised by a sponsor.

## Morning Building Procedures

There will only be 2 doors open in the morning after the first day of school. The west elementary door will be open where the busses unload in the morning, and the main office door. All other doors will be locked before school. Please find one of these 2 doors to enter through. There will be a hall monitor in each end of the building.

## Bell Schedule

Students must stay in the new gym, unless eating breakfast, until the 8:02 a.m. bell.

7:30 – 8:02	Breakfast
8:05 – 8:56	1st Hour; morning announcements
8:59 – 9:50	2nd Hour
9:53 – 10:44	3rd Hour
10:47 – 11:10	4th Hour (RTI & Seminar)
11:13 – 12:04	5th Hour
12:07 – 12:28	7th – 12th Grade Lunch Shift
12:31 – 1:22	6th Hour
1:25 – 2:16	7th Hour
2:19 – 3:10	8th Hour
3:10	School Dismissed

## Late Start Schedule

There may be a time when Osborn elects to start the school day later than a normal day when certain weather conditions allow. Parents will be notified by SCHOOL REACH (and other sites listed below) preferably the night before. The busses will run the same route 2 hours later than normal and the building will be open at 9:35 for students. Please do not arrive before that time. Breakfast WILL NOT be served on late start days. Dismissal time remains the same and afterschool activities will be allowed. Any student in the building before 9:35 must report to the school cafeteria.

9:35	Students Arrive and stay in old gym
10:05-10:45	1st Hour
10:48-11:21	2nd Hour/Elementary Lunch
11:24-11:45	3rd Hour/High School Lunch
12:06-12:39	4th Hour
12:42-1:15	5th Hour
1:18-1:51	6th Hour
1:54-2:27	7th Hour
2:30-3:10	8th Hour

## Late Start Lunch Schedule

1st and 2nd Grade	10:45 - 11:15
Kindergarten	10:50 - 11:20
3rd and 4th Grade	10:55 - 11:25
5th and 6th Grade	11:00 - 11:30
7th and 8th Grade	11:43 - 12:06
9th-12th Grade	11:45 - 12:06

## Student Drop Off and Pick Up

Before School - Students should be dropped off on the south side of the building and should enter through the west doors or the main door. Students should report to the gym or lunchroom at that time.

After School - Bus riders and car riders will be released from the classrooms first. Walkers and bike riders will be released after the busses have exited the parking lot and will be required to exit elementary doors.

Any changes to your child's normal after school routine should be made prior to 2:00 pm. We appreciate a written note given prior to the day of the change if possible. Notes are required for changes in bus routines.

## Requirements for Admission of Students

Any person not over 21 years of age who meets regular requirements of residence may attend the Osborn Public School without tuition. Children who are five years old, or who will be five by August 1, may enroll in Kindergarten. All students entering must bring a birth certificate and meet the state requirements for immunizations. Non-resident students under suspension from another school will not be permitted to enroll. No student shall be re-admitted or permitted to enroll or attend (except as required by law), following an expulsion until a conference is conducted to review the expulsion and remedial actions have been taken.

Effective July 1, 2008, all students enrolling in Kindergarten must show proof of an eye examination performed by a licensed optometrist. Parents have until January 1 of the school year to either show proof of the exam or submit in writing a request that their child be exempt from the exam. Parents may request an exemption form from the school's office.

## Attendance Laws: Absence and Tardiness

Missouri law requires that children age seven and older attend school regularly. Exceptions are allowed only for "homebound" and/or "home schooled" students. Other exceptions may be made for students participating in MoVIP courses. Missouri law also requires that the school district monitor attendance, certify exceptions, and report non-compliance to the Division of Family Services and/or Juvenile Officer.

Parents should notify the school by 9:00 a.m. on the day of any absence. We can only excuse an absence with a note or phone call from parent/guardian on the first morning the student returns to school explaining the absence. No note or call will result in truancy and work will not be made-up. Any absence of four (4) or more consecutive days **MUST** be verified by a doctor's note. If a student knows that he/she will be absent ahead of time, with the principal's permission the student should contact each teacher and retrieve their homework assignments in advance. **Personal business or personal reasons will not be considered an excused absence.**

Students are responsible to obtain an admit slip from the main office. It is the student's responsibility to acquire any assignments that they have missed during their absence. Excessive truancy of six (6) absences may result in loss of privilege to make up work missed, notification of parent, and notification of juvenile authorities. Students who are serving out-of-school suspension also lose the privilege to make up the work missed.

Parents will be notified by letter/phone call when absences start to become excessive. Upon the **SIXTH (6)** absence of the student per period per semester, the parents will be notified by phone concerning the excessive absences. At this time, the parents will be notified that upon the student's **EIGHTH (8)** absence both parents and students will be **REQUIRED** to meet with the attendance committee to explain the excessive absences and to develop a plan for attending school regularly. Once a student has accumulated more than (20) excused/unexcused absences in given school year the child is subject to retention. Elementary student's attendance will be figured hourly. 1 school day = 6.4 hours.

When unusual or extreme circumstances occur, exceptions to this stated policy will be made by administration/attendance committee's discretion on an individual basis. Any absence **NOT** accounted for will be considered an unexcused absence. Only for unusual circumstances and verified doctor notes for illness can the attendance committee make forgiveness considerations for hours/days missed. Regularly scheduled doctors' appointments and annual checkups do not qualify as an excusable doctor visit and/or unusual circumstance.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for the purpose of this policy. Example: field trip, athletic event, student activity, etc. It is the students' responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

After 7 full-day absences for the semester, school officials may file a report with the juvenile office for monitoring for any student under the age of 16 (sixteen). All doctor's excuses will be maintained in the school office to confirm absences.

If a student is planning to be gone for more than one day, assignments and homework should be gathered prior to the absences. The school should be informed of any planned absences, such as hospital stays, surgeries, and un-avoidable absences or they may be considered unexcused.

Attendance is required the day of events such as basketball games, concerts, and performances. If a child is absent or is sent home early, they may not attend the evening activities. Students participating in Saturday events such as basketball games must be in attendance on Friday. Exceptions will be made for planned activities such as appointments if prior notice is given to the school.

### **Make Up Work for Absences**

Students will be allowed one day per absence to make up any missed work. Any work due the day of an absence is due immediately upon returning to school. Planned tests are no exception, students' knowledge of a test prior to an absence will require the student take the test upon returning to school. The student will be allowed the number of days missed to complete and return assignments. When calling the school, a parent may request the student's homework be gathered and the work may be picked up or sent with a sibling.

### **Release of Students during the School Day**

To prevent the release of students to unauthorized persons the following guidelines must be followed:

-Students will be released only through the schools main office. Persons other than parents/legal guardians must have written permission to pick up a student or have been approved by the building administration only prior to pick up. Students will not be released to minors, including siblings, and written notification should be 24 hours in advance.

-Students who are under a court-awarded custody agreement will be released only to the parent/guardian who has proof of physical custody on file with the school.

-The parent or guardian must report to the building office through the main entrance to sign the student out. A student will not be allowed to sign him or herself out. The parent or guardian must sign in a student returning.

### **School Cancellations or Early Dismissals**

Parents in grades K-6 will be required to complete an Early Dismissal form. The form should include procedures for your child. Any change during the school year should be recorded with the office.

Notification of school closings will be posted using the following: Radio Stations: KKWK 100.1 FM, KSFT 1550 AM, KFEQ 680 AM, KMRN 1360 AM, KSJQ 92.7 FM, KKJO 105.1 FM and KMZU100.7 FM. Television Stations: KQ 2, KMBC 9, KCTV 5, and FOX 4. Parents will also be notified via phone, text and email using school reach.

When school is dismissed for weather, all after school activities sponsored by the Osborn R-0 School will be cancelled for grades K-6.

### **Parent Visits and Volunteers**

Parents, patrons, and volunteers are welcome in our schools! All visitors must register in the school office upon arrival. Classroom visits by parents are allowed with prior approval by the school principal. A parent-teacher conference day is built into the school calendar. Additional conferences during the regular school day may be scheduled through the school office. You are also welcome to eat lunch with your child during their regularly scheduled lunch shift after reporting to the office. You will be charged the adult price (\$3.00) for lunches eaten at the school and must pay that day.

Any parent entering the building to meet with a teacher is required to register in the office. Arrangements should be made with the teacher and or administrator to discuss concerns. Parents are never allowed to interrupt instruction time.

**At no time is abusive, profane, inappropriate, or vulgar language acceptable from any visitor, parent, or community member.** All parents, patrons, and visitors are expected to conduct themselves in a manner reflective of a positive role model for children during school visits to school, classroom parties, field trips and athletic activities. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions, which limit access to the school and activities.

### Office Use

Students are to request the use of the phone for emergencies only. Students will not be allowed to call home for permissions, to spend the night with friends, or items left at home. Calls deemed as emergencies by the administration will not cost the student.

### Lunch Schedule

1st and 2nd Grade	11:15 - 11:45
Kindergarten	11:20 - 11:50
3rd and 4th Grade	11:25 - 11:55
5th and 6th Grade	11:30 - 12:00
7th and 8th Grade	12:05 - 12:28
9th-12th Grade	12:07 - 12:28

### Lunch Prices

	Reduced	Full Price
Breakfast	\$0.30	\$1.45
Lunch	\$0.40	\$2.55

Extras = \$1.00 Milk = \$.35

Extra Sides = \$.50

Visitor lunch = \$ 3.25 Extra Apple/Orange juice = .35

Parents should understand that students have access to juice drinks that are an additional charge. The school will not allow students to charge these items to their account if their balance is negative or zero. Parents should discuss with their children whether or not they are allowed to get a la carte items. The school is not responsible for allowing the purchasing of these items and as stated before, will not allow students to purchase if the money is not in their account.

### Lunch Charges

Students will be allowed to incur charges up to \$20.00. Contact will be made by issuing a letter with the current balance once the balance has reached \$15.00. Parents will then receive a phone call from the food service director, Sherri Slaughter, reminding you of the negative balance. Payment must be made immediately. A negative balance of \$20.00 will result in students receiving commodities for breakfast and lunch.

Parents should pay for lunches by check rather than cash. The school will not give cash back to a student with a check. The full amount will be applied toward their account. Money may be added to the account each morning in the cafeteria before school begins.

### Other applicable fees:

Each student will be given one lunch card. A fee of \$2.00 will be paid for the first replacement card and \$5.00 for each card thereafter. This amount will be taken out of the student's lunch account and parents will be notified of the charge.

### Other Expectations:

- Students are allowed to converse, but should keep their voices at an acceptable level.
- Students will sit with their feet on the floor.
- Students will use good table manners.
- Each class is responsible for cleaning their table and area before leaving.
- Students will put their trays in designated area and should have the tray free of trash. Trash should be placed in the appropriate receptacle.
- No meals are to be stored in the refrigerator.
- No running, pushing, throwing of food, or other disruptions will be tolerated.



Students who do not obey the lunch room rules will sit at the quiet table or multiple days and could lose recess time.

Students and parents are encouraged to pack nutritious foods for school lunches and soda drinks, candy and sweets are discouraged.

Parents and students should understand that lunch time is limited. Food brought from home should be prepared at home not school.

### **Parties**

Birthday treats may be brought in or sent with your child, but parties are not allowed. Invitations for parties outside of school must be given to every classmate if delivered at school or mailed from home. Too many times students are excluded and feelings get hurt when only inviting selected friends. Invitations handed out to selected students will be taken and the parents will be contacted. This includes students at other grade levels.

Other parties are scheduled for the year and include: Fall Party and Costume Parade, Winter Party, and Valentine's Party. Arrangements will be made in the fall regarding room parents and participation.

Gum: Gum is not allowed in grades K-6.

### **ESSA (Every Student Succeeds Act)**

The ESSA is the most recent reauthorization of the historic Elementary and Secondary Education Act (ESEA), first passed in 1965, and it replaces the No Child Left Behind Act (NCLB) of 2002. ESSA will be fully in place beginning in the 2017-18 school year. Here are a few ESSA highlights: • Maintains annual assessments in grades 3-8 and high school • Reaffirms that states are in control of their standards and assessments • Sets parameters for state accountability systems but gives each state the flexibility to design a school accountability system that best meet the needs of students in their state • Gives states the flexibility to work with local stakeholders to determine how educators should be evaluated and supported each year • Provides for pilots at the state level so states can research new and improved methods of measuring student progress from year to year.

### **State Policies on Reading Improvement Plans and Retention**

Senate Bill 319 requires the Reading Improvement Plan be developed for 3rd grade students reading below 2.0 grade level when tested in the spring of the student's 3rd grade year. The plan will be utilized during the 4th grade year. At the end of the 4th grade year students will be reassessed to determine their reading levels. Any student not reading at or above the 3rd grade level will complete 30 hours of reading instruction during summer school and will be retested. If the student is still not at grade level, they will not be promoted. A conference will be held to inform the parents of the decision. Parents may choose to continue with summer tutoring and may request the child be tested prior to the start of the school year. If the child tests at level, they will be promoted prior to the start of the school year.

Retention of the students may only be imposed once, reading improvement plans must be created and implemented, summer school may be mandated, and remediation hours will be provided for individuals by the district. At the end of the sixth grade year, a notation will be made on the permanent record of any student reading below the 5th grade level.

Some students may be exempted from the requirements of Senate Bill 319 and those include students receiving Special Education services under an IEP or 504 Plan.

### **Student Records and Confidentiality**

This district abides by all mandated confidentiality guidelines as listed in Section 438 of the Family Educational Rights and Privacy Act (FERPA). Parents are guaranteed the right to inspect all records for their student(s). Please be advised that the school district is authorized to release "directory information" about a child upon request to outside agencies as a result of "No Child Left Behind". This will include, but is not limited to the following information: name, activities, address, phone numbers and miscellaneous directory information.

## Percentage Grades

These grades are given for academic subjects and special classes for grades 4-6.

Grade "A"	ranges from	95% - 100%
Grade "A-"	ranges from	90% - 94%
Grade "B+"	ranges from	87% - 89%
Grade "B"	ranges from	83% - 86%
Grade "B-"	ranges from	80% - 82%
Grade "C+"	ranges from	77% - 79%
Grade "C"	ranges from	73% - 76%
Grade "C-"	ranges from	70% - 72%
Grade "D+"	ranges from	67% - 69%
Grade "D"	ranges from	63% - 66%
Grade "D-"	ranges from	60% - 62%
Grade "F"	Failing	59% and below

## Assigned Work Policy

Students are sometimes given work to do at home with a parent helping to reinforce the objectives introduced during a lesson. It is ultimately the child's responsibility to complete the work, and return it the next day. If a child fails to do so, each grade level and teacher has set consequences that will be enforced. Continued problems will result in office referrals. A persistent problem will result in the juvenile officer being contacted if deemed to be detrimental to the child's education.

## Grades K-6

Each teacher establishes a grading system appropriate for the grade level. The teacher will send information home with the student at the beginning of the year addressing this. Homework policies and consequences will be assigned by the teacher. Please refer to the classroom syllabus.

## Grades 4-6

Student's work will be assigned a due date by the teacher. All work is due at the beginning of the class unless amended by the teacher. A student with missing homework or a student who has an incomplete assignment will have an extra day to complete his or her work. Students will be required to complete the assignment or assignments and will be only given up to 60% completion for the assignment if not done on time. Upon the fourth incomplete assignment with-in a quarter, an office referral will result. If a student receives 4 ZAPs in a quarter, that student, will report to Mr. Brady for a conference. If a student earns a 6th ZAP, the student will be required to attend Study Skills three days a week for an hour after school for the remainder of the quarter. A student will be able to attend practice after he or she has served their one hour of Study Skill on Mondays, Tuesdays, and Thursdays. In the event that an after-school extra-curricular competition conflicts with Study Skills, students may make arrangements to serve their after school Study Skills sessions with the principal on another date. ZAPs will return to zero at the end of each quarter.

## Planners and Home Reports

Students in grades K-2 will bring home a report informing you of homework, class activities, and correspondences. It is a parent's responsibility to check their child's report, provide a signature, and return the report. Students in grades 3-6 will be furnished with a student planner. The student will be required to complete the planner and will be allowed limited class time to record their assignments. Parents should initial all planners and reports daily. Teachers will often write notes in the planners and provide parents with needed information. Parents may also write notes in the planners for teachers.

## **Special Class Grades**

Library, Computers, Guidance, Art, Music, and Physical Education for grades K-2

Grade “E” = Excellent

Grade “S” = Satisfactory

Grade “N” = Needs Improvement

## **Progress Reports**

Progress reports will be sent to the parents at mid-term. Conferences are scheduled for first and third quarters. Grade cards will be issued during the conferences. A parent may schedule a conference at any time based on concern, or teacher’s request.

## **Ineligibility**

Any student grades 3-6 receiving an “F” during a grade cycle (mid-term or quarter) will not be allowed to participate in after school activities. This includes all practices, extracurricular activities, ball games, track meets, dances, etc. A student will be allowed to participate in these activities if completing a “Student Contact Log” and attending Study Skills. A student must attend all Study Skill classes and complete the contact log grading period to grading period. If a student completes all of these requirements, he/she can participate in the activities.

Any student missing the day prior to or day of a scheduled activity such as a basketball or academic meet will not be allowed to participate unless prior notification is given to the sponsor or school.

## **Promotion/Retention of Students**

The elementary staff members sincerely hope that each and every child does well in school. If a child is not meeting grade level expectations, it is extremely important for the school and home to work closely together. Teachers will provide a list of students not meeting grade level objectives in the areas of Reading, Language Arts, or Math during the months of October, January, and March reporting periods. The student’s progress will be monitored, and if retention is highly probable, you will be notified very close to the end of the third quarter of school. This is not a final decision. A follow-up conference will be scheduled with the principal, parent\ guardian and the teachers. The principal and the classroom teacher using the following criteria will make the final decision.

- Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, and work samples
- Chronological age
- Study habits
- Attendance
- Social and emotional maturity
- State mandated retention requirements for elementary students

Any parent\guardian wishing to appeal a decision regarding retention must first contact the principal/superintendent. If the parent does not accept the decision, an appeal may be made to the Board of Education. All appeals must be requested within 2 weeks after the close of school.

## **Remediation**

The Osborn Public School will have an after school remediation program in place annually. Thirty (30) hours of remediation are required by any Osborn student K-12 who fall under the following categories:

1. Any student, grade K-3 who does not meet the district’s objectives for reading demonstrated by performance on the Stanford 10 and or MAP test (District and State Assessments) will be required to take 30 hours of remediation in reading. Section 167.340.2 RSMo.

2. Any student, grades 4-6 who tests below a target grade level of two grade levels below his or her current grade level will be required to take 30 hours of after school instruction and have an individual reading plan. Section 167.645 RSMo.

3. Any student, K-12 who test in below basic of the MAP test or Stanford 10 in any academic area will be required to take 30 hours of remediation after school in that specific subject. Section 167.640.1 RSMo.

### **Honor Roll**

Students in grade 3-6 will qualify for honor roll each quarter if the follow applies:

High Honor Roll - A 3.6 grade point average maintained in core subjects, with no C's, D's or F's

Honor Roll - A 3.0 grade point average maintained in core subjects, with no D's or F's and may have only one grade of a C or C+ (no C-).

Students in grades 3-6 who have qualified for honor roll the first 3 quarters and at 4th quarter mid-term will be acknowledged during the Elementary awards assembly at the end of the school year.

### **Calculation of Honor Roll**

A = 4.0	A- = 3.66	B+ = 3.33	B = 3.0	B- = 2.66	C+ = 2.33
C = 2.0	C- = 1.66	D+ = 1.33	D = 1.0	D- = 0.66	F = 0

### **Field Trips**

Field trips are an extension of school. All students must ride school-approved transportation to the activity or site unless prior permission has been given by the principal per guardian request. Legal guardians may sign their own child out at the end of a field trip. ONLY legal guardians of a child have the authorization to sign their child out. Parents may NOT sign out other students unless cleared with by the school principal with-in 24 hr. prior notice. All school rules apply on field trips. Siblings of students wishing to attend a field trip must meet all applicable laws and regulations encompassing the field trip. They must also gain approval from the Osborn R-0 administration before attending. Students who have demonstrated irresponsible behavior prior to a field trip may be provided alternate activities in lieu of participation. Adults who assist with field trips are expected to be appropriate role models, dress appropriately, and to refrain from tobacco products, alcohol, and profanity.

### **Extracurricular Activities**

Students are required to follow all expectations of the coaches and sponsors while participating in activities. Any student grades K-6 attending ball games, or evening activities must have a parent/legal guardian in attendance. Older siblings are not considered legal guardians. Students attending after school events should sit with their parents and refrain from running the halls.

### **Medication Guidelines**

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Parents, when you send home medicines to the school nurse to administer to you child, please sent written instructions – what the medicine is for, how much to administer, and how often. The nurse needs these written instructions for her records.

In order to administer any medication at school the following requirements must be met:

1. The medication must be in its original container, labeled with name of student, name and dosage of medication, and directions as to when and how it is to be given. The school personnel will not administer the first dose of any medication and will not give one-time medications at school.

2. Only current prescriptions will be given. We will not administer any medication past the expiration date on the container.

3. Sample medications from the physician MUST have a prescription from the physician.
4. Over the counter medication must be in the original container in which it was purchased. These medications will only be given according to the directions on the container for appropriate age and weight of the child. No ibuprofen will be administered regardless of parental permission.
5. A “medication administration” form (Form 2870) must be filled out and signed by a parent or guardian on all medications given for 2 or more weeks.
6. Parent permission is good for the current school year only, and must be updated if any changes are made in the medication.
7. The school will not give prescribed narcotic medication to students while in attendance or participating in school activities regardless of prescription.
8. Swish Fluoride Rinse will be offered to all students grades K-6.
9. Any student reporting to the nurse’s office repeatedly for a reoccurring ailment will be treated, and notification will be made to the parent. The parent will be advised to schedule an appointment for his\her child with the child’s family doctor. The Osborn R-O School nurse is not responsible for diagnosing illnesses, and a reoccurring illness should be checked out by a family physician.

PLEASE NOTE: \*The student must not bring any medication on the bus or school grounds to keep with him/her for use. Exceptions may be made through the school nurse for “Emergency Use Medications”, such as inhalers for asthma or an Epi-pen for bee stings. The situation requires a “student self-administration” form to be completed, along with a care plan. Both forms need the parent and physician’s signature. (Forms 2870)

If a medication is brought to school that does not meet these guidelines, it will be REJECTED and will not be administered to the student. We will KEEP any medication brought to school by a child until it can be returned directly to the parent. In addition, the student will be considered in violation of the discipline policy and will have subsequent consequences.

### **Head Lice**

The Osborn R-0 School has a “no nits” policy. This means that students who have live lice or egg sacs called, “nits,” will be sent home by the nurse. Parents must show proof of treatment within three days. The nurse, principal, or other designated person will inspect the student prior to readmission. Students with nits present will be sent home until no nits are present.

### **Recess and Physical Education Participation**

All students are expected to participate unless a physician’s statement of exemption is on file. Students who have an exemption and do not participate in P.E. will also be restricted at recess. A doctor’s note will be required for restrictions for more than 3 days of non-participation of recess and physical activity. A parent may write an excuse for days 1-3 of recess and no more than 1 P.E. class.

### **Classroom Supplies**

The school furnishes textbooks and workbooks. Damage beyond normal wear and tear or theft is the responsibility of the parent. Each classroom will have a specific supply list. Please check with your child’s teacher before you buy anything other than items on the supply list.

## **Library Media Services**

The Media Center is open each school day from 8:00 a.m. to 3:30 p.m. Students are not allowed in the library without the presence of the librarian. The Media Center contains a wide variety of excellent references and recreational reading materials. Students must use their planners/agenda books as a pass to the library and use their ID cards to check-out materials. Students that have overdue books may not attend dances/mixers or receive grade cards until the obligation is resolved.

## **Reading Counts Requirements and Incentives**

The District uses Reading Counts and Scholastic Reading Inventories (SRI) to monitor reading levels of the students. Each teacher is required to use the program and incorporate it into his or her reading. Students will be allowed to earn points from taking and passing quizzes. The points will accumulate toward semester and yearly goals.

## **Student Circulation Procedures**

Books may be checked out for a period of two weeks. At that time, the books need to be turned in or renewed. The material can be renewed for another two weeks only. Magazines and reference materials may be checked out overnight only. Book fines for overdue materials are \$.05 per day per book up to a maximum of \$5.00 per book. Fines for overdue magazines and reference materials are \$.25 per item per day until returned. No new materials may be checked out until the overdue book is turned in or renewed. If a book/material is damaged but can be fixed, no fine is charged. However, if the book/material is lost or damaged beyond repair, the current replacement cost will be charged. No new materials may be checked out until the replacement cost of a lost or damaged book is paid.

The maximum number of books to be checked out to any student at any time is two unless a specific teacher assignment requires additional resources.

## **Overdue and Lost Materials**

Overdue notices will be printed and distributed every two weeks. The notices will be stapled shut to ensure student privacy. No library materials may be checked out until the overdue item has been returned. A second notice, handed out the following Monday, will require a parent signature and must be returned to the librarian. Failure to return the signed notice or the books by Wednesday of the same week will result in a detention on Thursday. Upon third notice, the parent will be called. A statement of the replacement cost will accompany the fourth notice, and the material will be considered lost. The replacement cost will be the current cost of the material and is expected to be paid by the following Monday. If the replacement cost is not paid by this time, the student is not allowed to participate in extracurricular activities until payment is received. If the replacement cost is not paid by the end of the quarter, grades for that student are held. If the replacement cost is paid and the book is found later, a refund will be given only if a replacement copy has not already been ordered.

## **Elementary Guidance and Counseling Services**

A guidance counselor guides students toward academic, career and personal/social development. The counselor provides classroom group guidance lessons as well as personalized small group and individual counseling sessions.

Guidance lessons include social skills, character building, conflict resolution, career development, study skills, making safe and healthy choices, and more. Short-term individual or small group counseling may address more specific challenges that students may face, such as peer relations, separation/divorce, coping with death/illness in the family, or improving self-esteem. Referrals are generally made by parent/guardian(s) or teachers, but can also be student-referred. School counseling is considered a regular educational service provided by the school. Legally, students can seek counseling without consent.

## **Technology Usage**

The use of Osborn School District computers and network is a privilege offered to students enrolled in the district. Students are expected to follow all rules when using all computer labs including the classroom and Media Center.

1. No profanity or bad language will be used with any computer application. This includes emails and Internet use.
2. No student is allowed to use the school's computers to publish his/her own web sites.
3. Students are not allowed to download any program or software.
4. Computers may be used for educational purposes only. A student will not be allowed to research any subject or item that is non-school related.
5. Students are not allowed to participate in chat rooms at any time.
6. Students are allowed use of their "google" email accounts only. No personal e-mail accounts are to be checked using a school computer or during the school day.
7. Students are not allowed to change any of the computer settings to a personal preference. Instructors, staff, and administrators may revoke a student's access to technology resources at any time for inappropriate use as well as other possible disciplinary measures.

By signing this handbook, students and parents/guardians are agreeing to all rules and guidelines regarding use of computers, email, and Internet. The technology coordinator, staff, librarian, and administrators may revoke a student's access to technology resources at any time for inappropriate use as well as other possible disciplinary measures. Depending on the severity, a student's use may be revoked for one week to the remainder of the year and is up to the discretion of the administration.

The School is required to provide students with an email account. Email accounts are a privilege and will be suspended if misuse occurs.

## **Student Discipline**

Please understand that the following pages cannot cover all rules and regulations. Not all rules and consequences can be covered in one handbook. The principal will assess each and every situation. The severity and amount of prior discipline referrals may accelerate or decrease the consequence of any given situation.

## **Disciplinary Actions**

Teachers are in charge of the classroom. Respect their authority. The administration and faculty expect students in the Osborn School District to be positive leaders in acceptable behavior.

ISS - In School Suspension

OSS – Out of School Suspension

### **001 Abusive language toward peers**

Step 1: Conference with student, corrective action, possible detention

Step 2: Conference with student, detention

Step 3: 1-5 days of in-school suspension

Step 4: 1- 5 days of out-of-school suspension

### **002 Public display of affection**

Step 1: Counsel

Step 2: Counsel & afternoon detention

Step 3: ISS

### **003 Violation of cafeteria rules**

Step 1: Conference with student, student will sit at the quiet table

Step 2: Conference with student, student will sit at the quiet table, write letter of apology, parent contact

Step 3: Conference with student, student will sit at the quiet table, student will have 1 hour detention

### **004 Classroom/Hallway referral -- (poor behavior, lack of class materials, lack of cooperation, rude, discourteous, restless, inattentive, excessive talking, mischief, did not complete class work, poor attitude, disturbing class, sleeping in class etc.)**

Step 1: Conference with student, possible detention, parent contact

Step 2: Conference with student, parent contact, detention

Step 3: 1 day of ISS, parent contact

Step 4: Out of school suspension and possible long term suspension/expulsion

### **005 Skipping school**

Step 1: One day in-school suspension

Step 2: Two days in-school suspension

Step 3: 1-5 days out of school suspension

### **006 Tardiness or Late Arrivals (per semester)**

Step 1: Warning and counseling (3rd)

Step 2: 1 hour detention (4th)

Step 3: 1 day of ISS (6th)

### **007 Cheating & Plagiarism**

Step 1: Zero for all involved parties for that assignment and a call home to guardian.

Step 2: Zero for all involved parties for that assignment, call home to guardian and 1 hr. detention

Step 3: Zero for all involved parties for that assignment, call home and 1 day of ISS.

### **008 Tobacco -- (possession, use, or distribution of tobacco of any kind by students, on school grounds or at a school function)**

Step 1: 1 hour detention, parent contact

Step 2: One day in-school suspension

Step 3: One day out of school suspension

### **009 Assault or threatening an employee of the school**

Step 1: Five to twenty days of external suspension and request to superintendent for expulsion.

Step 2: Five (5) to twenty (20) days of external suspension and request to Superintendent for expulsion

### **010 Assault**

Step 1: 1 - 10 days out of school suspension

Step 2: 10 days out of school suspension

Step 3: Long term suspension or expulsion

### **011 Fighting (May be verbal or physical)**

Step 1: 1 - 3 days of in-school suspension

Step 2: 1 - 3 days of out of school suspension and possible expulsion/juvenile officer will be notified

### **012 Unlawful possession or use of any item that could be considered a weapon (knife, chain, club, brass knuckles, etc.). Items will not be returned to student.**

Step 1: 1-10 days out of school suspension

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Step 2: Long term suspension or expulsion

**013 Possession of firearm (as defined in Section 921 of Title 18 of the United States Code)**

Step 1: On school property - 1 Year suspension/expulsion at discretion of Superintendent

**014 Profanity, vulgarity, or abusive language directed toward staff.**

Step 1: Detention up to 1 day in-school suspension

Step 2: 1- 5 days ISS

Step 3: 1- 5 days OSS

Step 4: Long term suspension or expulsion

**015 Extortion**

Step 1: 1-5 days OSS

Step 2: 6-10 days OSS

Step 3: Long term suspension or expulsion

**016 False Alarm**

Step 1: 1-10 days out-of-school suspension

Step 2: Long term suspension or expulsion

**017 Theft**

Step 1: Restitution, 1 day of ISS

Step 2: Restitution, contact law enforcement, 1-5 day OSS

Step 3: Restitution, contact law enforcement, long term suspension or expulsion

**018 Drug/Substance Abuse**

Step 1: May be suspended for up to 10 days (in the event that a student is under the influence of, or has in his/her possession, a prohibited, controlled substance on school property, in school, or when attending or participating in school events).

Step 2: Suspension from school for an additional period of time

**018 Drug Paraphernalia:** Including, but not limited to, pipes, clips, papers, tweezers, etc., are also strictly prohibited, controlled substance on school property, and /or when attending a school event will be reported to the proper legal authorities and not allowed to attend any events in which Osborn Public School participates for a year. Non-controlled substances such as glues, inhalant, solvents, etc. are also strictly prohibited and the penalty for possession of these substances that look like real drugs or over-the-counter drugs which, taken in certain quantities, can have the same effect as a controlled drug or alcohol. Possession will result in detention or external suspension. Students will not possess, use, or be under the influence of any alcoholic beverage or unauthorized drug on school premises, in the immediate vicinity, at school, or club activities, or during transportation to and from activities.

Step 1: Contact police, 1-10 days Out of school suspension

Step 2: Contact police, long-term suspension or expulsion (The sale or distribution of any alcoholic beverage or unauthorized drug will be treated as a Step 2 violation.)

**019 Violations against school property -- (acts dangerous to other students, staff members, or the building i.e. setting fires, setting off fireworks, false alarms, bomb threats, etc.)**

Step 1: 10 day's minimum out of school suspension

Step 2: Indefinite suspension & recommendation to superintendent for action. 45 days OSS suspension, minimum recommended.

Step 3: 90 days OSS & recommendation for expulsion

**020 Possession of fireworks (Class C) -- (smoke bombs, stink bombs, etc.)**

Step 1: After school detention

Step 2: 1 day ISS

Step 3: 1 day OSS

NOTE: Devices which expel a projectile by action of any explosion or of more than 4 ounces, missiles having explosive/incendiary charge of more than one-quarter ounce, blasting cap, gun/blasting powder, silencer, pellet, gun's frame or receiver, or altered starter pistol will fall under the "firearm" section of the Code.

**021 Possession of Explosives -- (gas, kerosene, diesel fuel, lighter fluid, or any other material that is explosive or flammable. Location of the material within the building, school bus, etc. is strictly prohibited).**

Step 1: 3-10 days OSS

Step 2: 10-15 day OSS with request for expulsion

Step 3: 30-60 days OSS with request for expulsion

**022 Willful damage or vandalism to staff or student property -- (any student who willfully vandalizes, damages, or tampers with another student's or staff member's personal or real property, or any property belonging to the school).**

Step 1: Restitution, referral to law enforcement, detention, 1 day of ISS

Step 2: Restitution, referral to law enforcement, and 3-5 days OSS

Step 3: Restitution, referral to law enforcement and 5-10 days OSS

**023 Vandalism—Minor (writing on desks, lockers, walls, etc.)**

Step 1: Student correct problem and detention

Step 2: Student correct problem and 1 day ISS

Step 3: Student correct problem and 3 days OSS

**024 Unapproved posting of materials** - Posting of materials must be approved by sponsors, teachers, or administrators. All materials must be in designated area. Discipline will be listed as classroom/hallway disruption due to disruption to the educational process. It will be at the discretion of the staff, teacher, sponsor, or administrator to determine what constitutes disruption.

**025 Failure to comply with a reasonable direction of staff, teacher, sponsor, or administrator**—Discipline will be listed as classroom/hallway disruption due to disruption to the educational process. It will be at the discretion of the staff, teacher, sponsor, or administrator to determine what constitutes disruption.

**026 Intimidation, threatening, bullying, or harassment (physical or sexual) whether verbal or physical is strictly prohibited**—These actions are unwanted, illegal, and can constitute assault in the eyes of the law in addition to disciplinary actions at school. Discipline will be listed as an assault and dealt with accordingly. It will be at the discretion of the staff, teacher, sponsor, or administrator to determine what constitutes disruption or reduction in the learning atmosphere. Depending upon the nature of the offense, a juvenile officer, the Department of Social Services, or law enforcement officers may be notified and other legal action can be taken.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident to a teacher, guidance counselor, or school administrator.

Step 1: 1-3 days in school suspension

Step 2: 1- 5 days out of school suspension

Step 3: 5 -10 days out of school suspension with possible expulsion

### **027 Dishonesty**

Step 1: Conference with student, possible detention, parent contact

Step 2: 1 hour detention, parent contact

Step 3: 1 day of in school suspension, parent contact

### **028 Forgery**

Step 1: Conference with student, possible detention, parent contact

Step 2: 1 hour detention, parent contact

Step 3: 1 day of in school suspension, parent contact

### **029 No show for disciplinary action**

Step 1: Call parents and 1 day in school suspension

Step 2: 2 days in school suspension

Step 3: 3 days in school suspension

**030 Cell Phone and Other Electronic Devices** –Cell phones, digital cameras, Mp3 players, Ipods, laptops, PDAs, and similar electronic devices are banned during the school day.

## **STUDENTS SHOULD NOT BRING PERSONAL PROPERTY TO SCHOOL**

### **Electronic Device Policy**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruption, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar electronic devices will be banned before and during school. Students will only be allowed access for use of a technology device if permissions have been given by the classroom teacher and building administrator.

Violation of the electronic device policy will result in:

1. Electronic devices will be turned in to the office and given back to student at the end of the day with a warning of the violation.
2. The student will serve a 1 hour detention and parents will be notified of the violation.
3. One (1) day In-school suspension being imposed. Parents will be notified of continued use.
4. Two or more day's In-school suspension. Cell phone will only be returned to the parent/guardian.

The use of the before named devices during extracurricular activities is at the discretion of the coach, sponsor, or instructor.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the Principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons. Students should leave their cell phones in their lockers or in the office during the school day. If a cell phone falls out of a student's pocket during the school day or goes off during the school day, but the cell phone is not in use, the phone will be sent to the office and returned at the end of the day.

### **031 Bullying (May be verbal or nonverbal or cyber)**

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, drawing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Step 1: 1-3 days in school suspension

Step 2: 1- 5 days out of school suspension

Step 3: 5 -10 days out of school suspension with possible expulsion

### **Character Education**

The District participates Achieving Character Excellence. Student and teacher expectations are based on character traits and the traits become a focus during the school calendar. Below is a list of traits we try to instill in our kids.

Responsibility – taking ownership of what you say and do

Respect – treating others with courtesy and honor

Self-control – having control over one’s actions, words, & emotions

Citizenship – being loyal to your school, community, & country

Compassion – caring for others with kindness

Tolerance – acceptance of differences and the uniqueness of others and celebrating the common ground we share

Honesty – being truthful in what you say and do

Cooperation – working together toward a common goal

Perseverance – demonstrating determination and commitment to complete a task

Patience – ability to remain calm and to wait for what you want

Confidence – freedom from doubt and believing in yourself

Integrity – always doing the right thing even when no one else is watching

Any referral for students showing poor examples of any character trait could receive the following steps:

First Referral – conference with student, parent notification, possible detention

Second Referral – 1 hour detention

Third Referral – 1 day of ISS

Excessive Referrals – may result in OSS

### **Civil Rights**

The Osborn R-0 School District is committed to ensuring each person’s civil rights under the laws of the United States of America. Thus, the Superintendent of Schools has been appointed by the Board of Education as the duly authorized individual to maintain compliance by the District with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. The district has designated the Superintendent as the District’s Compliance Officer to handle inquiries or complaints regarding the District’s non-discrimination policies. Contact the Superintendent at 275 Clinton Ave, Osborn, MO 64474 or 816-675-2217.

### **Equal Opportunity**

The District will provide equal opportunity in all areas of recruiting, hiring, retention, promotion, and contracted service. In addition, the District is committed to a policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin and will adhere to Title IX.

## **PARENT RIGHT TO KNOW**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **Discrimination/Harassment**

The District’s equal opportunity policy extends to prohibitions against harassment of students or employees. This prohibition includes, but is not limited to, disparaging comments, written material, physical assaults, verbal threats, and offensive pranks. Persons who believe that they have been harassed in violation of this policy should report the alleged harassment to the building principal or superintendent. The complaint will be investigated and appropriate action will be taken.

## **OSS Homework Policy**

Out School Suspension (OSS) – This type of suspension is defined as removal of the student from the school premises for disciplinary purposes. The student is not allowed on school property without special permission of the school administration. They are not to attend school functions or extracurricular activities at home or away. Students may be allowed to make up work for full credit at request, but may be denied by the administration. If credit is to be given, all work will be assigned and is to be completed when returning to school with no exceptions. Any missing work will result in zero’s on all assignments. Major tests and major projects will be arranged with the teachers at a time that is convenient for the teacher. It is the student’s responsibility to make arrangements with their teacher within 2 days of returning to school.

## **Dress Code**

Each student should select clothing suitable for school and the day’s weather conditions. Styles and types of clothing change from time to time; the school recognizes this fact and will make allowances for such changes within limitations. The limits as to what is considered appropriate dress will be determined in the opinion of the teachers and administration. Matters of personal appearance that are deemed distractions in the classroom will not be allowed. If a teacher feels that a student’s dress is provocative or inappropriate, the student may be referred to the office. The administration will then determine the appropriate action to be taken with the student.

- Student’s dress should be appropriate for school.
- No tank tops may be worn that allow the sight of undergarments.
- If midriff’s tops are worn, no skin may be visible.
- Shorts and skirts may be worn, but should be of adequate length. (The shorts and skirts should go beyond the fingertips with arms extended down)
- No shirts or pants allowing the sight of undergarments will be allowed.
- No clothing may be worn with inappropriate lettering, pictures, words, or implied obscenities.

- No headbands, hats, sunglasses may be worn during the school day unless permissions are granted.
- Roller shoes are not allowed.
- Choke collars or chains worn around the neck or waist are not allowed.
- If leggings are worn they must not be seen through or transparent.

Students not adhering to the dress code will be asked to call a parent to bring a change of clothing, or may be asked to turn the clothing inside out, or wear clothing provided by the school.

### **Live Animals**

Animals of any kind should not be brought to school without first obtaining the permission of the principal. This includes dogs, cats, hamsters, gerbils, and/or all other warm-blooded animals. Although the risk of rabies is minimal in domestic warm-blooded animals, any risk is too great. Should an animal bite or scratch someone at school it will be necessary to impound the animal unless it can be certified as rabies free. The same guidelines apply to pet snakes, turtles, and other reptiles, which, although they cannot transmit rabies, may carry harmful bacteria. The principal has the authority to permit animals to be brought to school.

### **Personal Property, Toys, CD's, Money, etc.**

The school does not assume responsibility for personal property or money brought to and/or left at school. This applies to radios, electronic games, toys, collectables, etc. Please do not send these things with your children, unless you discuss it with the principal or the classroom teacher and are used for a classroom purpose such as Show and Tell, a class project, or field trip.

### **032 School Transportation**

Guidelines for regular bus conduct also apply to field trips and school activity trips. Those who cannot comply with the rules will be denied transportation. A student may be suspended from riding the bus and using the transportation provided. Any student suspended shall not be permitted to ride the bus again until satisfactory arrangements are made between the parents and superintendent.

The student should remember that the bus driver is in charge. Students will respect the driver at all times. The following rules will apply when riding the school bus:

- All passengers will remain seated while the bus is in motion with no moving from seat to seat.
- Passengers will keep hands, feet, and other objects inside of the windows and will not throw any items out the window.
- No abusive or inappropriate, language will be tolerated.
- No food or drink is allowed on the bus.
- Students should use the trash cans when exiting the bus for trash.
- Students are responsible for any damages they make to the bus.
- Students are not to use the emergency exit unless instructed by the driver to do so or in case of a true emergency.
- Riders must be on time, the bus will not wait.
- A rider should inform the bus driver if he or she has a planned absence and will not be requiring a stop.
- A signed, dated note must be presented to the school if a student is to get off at a stop other than home.
- A student may be suspended from riding the bus and using the transportation provided. Any student suspended shall not be permitted to ride the bus again until satisfactory arrangements are made between the parents and Superintendent.
- No toys or personal items will be allowed on the bus.
- The use of tobacco or drugs in any form is prohibited.

- First Offense- The student will be given an assigned seat for one week (5 days) and notification will be made to the parents.
- Second Offense- Notification will be made to the parents and the student will be given an assigned seat for two weeks (10 days).
- Third Offense- Notification will be made to the parents, and the student will be suspended from the bus for one week (5 days). The student will have a permanent seating arrangement and serve a 1 hour detention.
- Fourth Offense- The student will serve 1 day of ISS.
- Fifth Offense- The student will serve 1 day of ISS and the student risk bus suspension up to a week. Continued offenses may lead to permanent suspension from the bus.

\*Please Note: If drugs, alcohol, weapons, or serious incident has occurred, it will result in immediate suspension from the bus. The suspension may be 1 day to the remainder of the school year.

### **Achievement Tests & Ability Tests**

This district uses a variety of achievement tests. Results of these tests are placed in a student’s regular permanent record and given to parents. The Department of Special Education administers individual achievement and ability tests. This is done only in conjunction with referral for special education programming. Results of these tests are kept in a special education permanent record.

The following tests or questionnaires will be given to the following ages\grade levels:

DIAL -4	Voluntary
Health Questionnaire and Observation	Voluntary
Physical Measurement	Voluntary
MAP (Grades 3, 4, 5, 6)	Mandatory
Stanford 10 (Grades K-6)	Mandatory
Woodcock Johnson III and Sub Tests	Special Education Requested
WISC IV WPPSI III	IQ and Special Education Requested
Dyslexia Screening (Grades K-3)	Mandatory
Dyslexia Screening (Grades 4-6)	Mandatory/As Needed

### **Special Education Services/Programs**

This district complies with all current Federal and State mandates for Special Education. Dr. Bob Couldry is the Director of Special Education and can be reached at the school during regular working hours. The district offers programs for speech, physical handicaps, LD, BD EMH and other areas of exceptionality. The district also complies with Section 504 of the Rehabilitation Act of 1973, which pertains to other programs of the handicapped. Please contact Dr. Couldry for additional and specific information about Section 504 and/or PL 94-142, the Individuals with Disabilities Act (IDEA).

### **Health Screenings and Checks**

The district must also assess student’s physical health periodically. The results will be reported to parents if there are areas of concern. All health screenings are voluntary.

Health Questionnaire and Observation	Voluntary
Physical Measurement	Voluntary
Dental Screening	Voluntary
Vision Screening	Voluntary
Hearing Check	Voluntary
Scoliosis Screening	Voluntary

## **Promotion Testing**

Students found to be excelling in the regular curriculum may be promoted to the next grade level at parent's request. Parents requesting promotion will be required to sign testing permissions allowing the district to administer IQ and achievement tests. The Terra Nova 3, Woodcock Johnson, and WISC \ WPPSI will be given. Est. scores will be reviewed and a decision will be made. Promotion is at the school's discretion.

## **Dyslexia Screening**

The purpose of this document is to outline the actions of the Osborn Public School District as it relates to identifying and servicing students at-risk for dyslexia. This is in accordance with the Missouri Department of Elementary and Secondary Education dyslexia guidance document and screening organizer.

The following assessment tools will be utilized as evidence of student performance related to the skills listed below. These skills are listed in the DESE dyslexia guidance document and screening organizer for each grade level. Screening will identify students who are at risk of reading failure, be used to identify need for intervention, and set goals for achievement.

The following actions will be taken in accordance with state department guidance:

First through third grade will be screened within the first thirty days of the year, mid and end of the year benchmarking. Progress monitoring shall occur for students not meeting norms.

Kindergarten will be screened by January 31, 2019. Kindergarten will also be screened by the end of the year. Progress monitoring shall occur for students not meeting norms.

Screening will include K-3 students transferring from a school within state (not previously screened) and those students transferring from another state.

A student will be screened in grades 4-12 if experiencing consistent difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher determination, or requested by the student's parent/guardian.

Exemptions to screening exist. Included in this list are students with a current diagnosis of dyslexia, students with intellectual disabilities and sensory impairment (vision/hearing).

English Learners may potentially have characteristics of dyslexia. These students are at times missed because difficulties in reading can be erroneously blamed on language acquisition. These students may be screened for dyslexia related risk factors.

Screening will be administered by Osborn R-0 Public School District. Training for individuals will be outlined in the professional development section of this document.

## **Title I**

Mrs. Lori Brown and Mrs. Mary Jane Kemna are our Reading Specialist. They will work with groups of students who need extra help in reading. The Title 1 Reading program requires goal setting, special meetings and notifications, and increased performance in the area of reading. Students have individual reading plans that will help him or her grow in areas of (comprehension, fluency, vocabulary, phonics, phonemic awareness). Mrs. Meservey will also provide services after school to students in need. Students will be placed in the program based on their Stanford 10 results taken in the spring and or fall of the school year and or previous school year. Title I services require parental permission and transportation picking up the child. Special arrangements may be made allowing for additional help or morning sessions.



## **Gifted Education**

The Imprints program is for students who meet the qualifications of “Gifted” based on standardized measures of ability and achievement. Imprints are offered before and after school to those students qualifying. Parental permission must be obtained for a student to participate in the program. Mrs. Jenny Millard is in charge of the program.

## **Parents as Teachers**

The Parents as Teachers Program serves families with children ages 0-3. They can be reached by calling the school at (816) 675-2217. Parents as Teachers offer informational meetings for parents on a variety of topics, as well as a calendar of events for parents.

## **Emergency Information for the School**

Each elementary school keeps a file of emergency information and telephone numbers in the office. This information is confidential. It is used in case your child needs emergency medical care and/or in other urgent situations. This information must be updated at the beginning of each school year. If you move, change telephone numbers, or other personal changes take place please keep your school’s principal and secretary informed.

## **Rights of Appeal and Grievance Procedure - Title IX**

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Osborn School District have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972.

Step 1: Employees claiming sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Step 1 is informal and optional and may be bypassed by the grievant.

Step 2: If the grievance is not resolved at Step 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Step 2 must be within fifteen working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen working days after receipt of the complaint.

Step 3: If the complaint is not resolved at Step 2, the grievant may proceed to Step 3 by presenting a written appeal to the Superintendent within ten working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. The Superintendent or his/her designee will render a decision within 10 working days after receiving the written appeal.

Step 4: If the complaint is not resolved at Step 3, the grievant may proceed to Step 4 by presenting a written appeal to the President of the Board of Education within 10 working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of

Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within 10 working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

In addition to maintaining policies prohibiting discrimination and harassment, the District has established procedures that specify how individuals may proceed with filing a complaint if they feel their rights have been violated. The District's policies and procedures are available for review by students, staff, and general public in the office of the Superintendent of Schools.

### **Title I Grievance Procedure**

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District in the administration of Title I shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details of the alleged violation. The Superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided to each member of the Board of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons underlying disagreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation; determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

### **Grievance Procedures, Concerns, Complaints, and Problem-Solving**

Concerns and complaints about federal programs, administration, teaching, curriculum, building practices and policies, and any number of operational issues must be first addressed and discussed at the site level. In most cases, to take a concern beyond the site level, you will be asked to put your situation in writing. This helps clarify the situation and areas of concern. In turn, you may be invited to participate in a conference with all those involved.

Complaints on behalf of the students should be first addressed to the teacher. Unsettled matters should then be brought to the building principal\superintendent. If the matter cannot be settled by the superintendent\administrator, it should be brought before the Board of Education during a regularly scheduled meeting. The decision of the Board will be final except in the case of complaints concerning the administration of federal programs. In that case the complaint may go to the appropriate department of DESE and from there on to the United States Secretary of Education.

## PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Platte Valley Education Cooperative assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Platte Valley Education Cooperative assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Platte Valley Education Cooperative assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Platte Valley Education Cooperative has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed with the Platte Valley Education Cooperative director Dr. Couldry.

This notice will be provided in native languages as appropriate.

# GRIEVANCE REPORT

**Type of Program**

TITLE I  
TITLE IV  
OTHER

TITLE IIA  
TITLE V

TITLE IID  
TITLE IX

**Name of Grievant**

**Mailing Address**

**Home Phone**

**Cell/Work Phone**

**Name of Students if Applicable**

**Date of Incident**

**Description of Grievance (Please use an additional piece of paper if necessary.)**

**Steps or Procedures Taken Prior to this Report**

**List any Names of Witnesses and Their Contact Information**

**Please Identify the Results you are Seeking**

**Grievant is Requesting (Please mark all that apply.)**

Meeting with a Teacher

Meeting with the Principal

Meeting with the Superintendent

To Present Grievance to the Board of Education

**Signature of Grievant**

**Date**

**OFFICE USE ONLY**

**Date Received**

**Action Taken**

**Signature**

**Date**

**OSBORN R-0 SCHOOL DISTRICT  
ESSA COMPLAINT PROCEDURES  
(As revised by Missouri Department of Elementary and Secondary  
Education April 2017)**

The following complaint resolution procedures apply to all programs administered by the Missouri Department of Elementary & Secondary Education (DESE) under the; Every Student Succeeds Act of 2015 (ESSA). Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V.

### **Definition of a Complaint**

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

All written complaints regarding programs implemented at Osborn R-0 School District shall be made to Mr. Richard Goin, Superintendent of Schools, 275 Clinton Avenue, Osborn, MO 64474.

### **Who May File a Complaint?**

Any individual or organization may file a complaint. Complaints may be filed with the local education agency (LEA) or with the Missouri Department of Elementary and Secondary Education (DESE).

### **Complaints Received by the Local Education Agency (LEA)**

Complaints filed with the local district concerning ESSA program operations in the Osborn R-0 School District are to be investigated and resolved by the district according to locally developed procedures, when at all possible. Such procedures provide for:

1. disseminating procedures to all stakeholders annually,
2. procedures regarding complaint resolution will be available upon request in all administrative offices within the district,
3. informal complaints will be addressed in a prompt and courteous manner,
4. the state educational agency (DESE) will be notified within 15 days of receipt of written complaints,
5. timely investigation and processing of complaints will be completed within 30 days, with an additional 30 days if exceptional conditions exist,
6. complaint findings and resolutions will be disseminated to all parties of the complaint and the local school board within 5 days of the conclusion of the investigation.

A complaint not resolved at the local level may be appealed to the Missouri Department of Elementary and Secondary Education, which will be processed according to the procedures outlined in sections below.

### **Complaints Received by the Department of Elementary and Secondary Education (DESE)**

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

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

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

The following activities will occur in the investigation:

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

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

### **Appeals to the Department of Elementary and Secondary Education**

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

If a complaint is not resolved at the state level (Department of Elementary and Secondary Education), the complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

### **Procedure Dissemination**

1. This procedure will be disseminated annually to all parents during parent/ teacher conferences.
2. Complaint procedures will be posted on the district website:  
<http://www.osbornwildcats.org/>
3. Complaint procedures will also be available in the Office of the Superintendent and Principal's office.
4. Additional information regarding ESSA complaint procedures may be obtained at the state website <http://dese.mo.gov>
5. DESE will keep records of any complaints filed through this policy.

## HANDBOOK ACKNOWLEDGEMENT

I UNDERSTAND THAT BY SIGNING THIS ACKNOWLEDGEMENT, I COMMIT TO ABIDING BY ALL RULES, POLICIES, AND GUIDELINES AS SET BY THE BOARD OF EDUCATION, TEACHERS AND STAFF.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE 2018-2019 ELEMENTARY HANDBOOK AND HAVE NO QUESTIONS REGARDING ITS CONTENT.

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE (type name here)

DATE

**HANDBOOKS MUST BE RETURNED SIGNED OR STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN AFTER SCHOOL ACTIVITIES.**

## PARENT READING PERMISSION FORM

Please sign and return the bottom portion ONLY if giving permission to check out books from the library that are considered to be above your child's reading level. (This is not a required permission form, but should be used if allowing your child to read materials above their recommended reading level.)

My student has permission to read beyond library/classroom/grade level recommendations. I understand and accept the responsibility for determining the appropriateness of the subject matter and/or concepts suitability to the reading level and maturity of my child. I will discuss and explain explicit vocabulary and relevance of the content of any book selected by my child.

PARENT/GUARDIAN SIGNATURE (type name here)

DATE

NOTE: BOTH OF THESE FORMS ARE PART OF THE REGISTRATION PROCESS AND INCLUDED IN THE REGISTRATION PACKET. AFTER YOU HAVE READ THROUGH THE HANDBOOK PLEASE SIGN THE ABOVE FORMS.