

Otterville Elementary School

STUDENT/PARENT HANDBOOK

2019-2020



101 West Georgetown Street
Otterville, Missouri 65348
Telephone: 660-366-4621

This Agenda Belongs To:

Name _____
Address _____
City/Town _____ Zip Code _____
Phone _____
Library # _____

MISSION STATEMENT

The mission of Otterville School District R-VI is to prepare individual students for responsible citizenship in our ever-changing global society by promoting full academic, personal, physical, and career development, enabling each learner to gain skills which can be used in assisting society toward solving future problems.

GENERAL INFORMATION

SCHOOL HOURS

School begins at **8:02** a.m. and dismisses at **3:00** p.m. Students should wait at the bench outside the offices if they arrive before 7:45 am. Students waiting on the benches will be released at 7:40 to go to breakfast. Students should not arrive before 7:30 unless they are participating in a supervised early morning activity. After school, students who walk home must exit the east doors of the school and proceed south to the crossing guard at the corner of Boonville and BB Highway.

BREAKFAST/LUNCH POLICY

Otterville R-VI serves breakfast and lunch for all students and staff. Meal prices will be announced at the beginning of the school year. A free/reduced lunch form will be sent home at the beginning of the school year. You are encouraged to complete this form at any time during the school year if you think you may qualify. All students will have a food service account. Account notices will be sent out when a student's balance falls below \$10.00 through the district's automatic notification system. Students with a negative balance over \$10.00 may be given the second daily selection until balance is paid in full. No charges may be made for ala carte items. **Students may only get seconds for food or milk if they have money in their food account.** All charges not paid for before the end of the school year will be carried forward into the next school year. All students will follow instructions of school personnel during cafeteria times. The Otterville R-VI School maintains a closed lunch policy. All students will eat in the school cafeteria. Students are discouraged from having take-out food brought to school.

Sharing Food – Due to food allergies and diet restrictions students will not be allowed to share food of any kind unless approved by the teacher or administration.

Purchasing drinks from the machine must be approved by the teacher or administration.

SNACK MILK

Students in Kindergarten and first grade have a snack time and may purchase a milk from school. Milk prices will be announced at the beginning of the school year and updated throughout the year as prices change. Students receiving free or reduced price lunches must still pay full price for snack milk as snack milk is not covered under free/reduced meal program. Students will not be able to get a snack milk if their lunch account balance has a negative balance of over \$5.00 as snack milk is charged against a student's lunch account.

TEXTBOOKS

All textbooks and workbooks are issued without charge to students for their use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement fee.

STUDENT DIRECTORY INFORMATION

Please be advised that the Otterville School District will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, address, birth date, parents' name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. This public notice of directory information is required by law before such information can be placed in yearbooks, student directories or student publications or released to newspapers recognizing awards or posted on the school's website. If you do not want this type of information about your child released or posted on the school's website, please state your wishes in writing to your child's principal within ten days of receiving this notice.

GUIDANCE PROGRAM

Guidance and counseling services are offered to all students. Referral for services may be made by parents, teachers, and/or students

HEALTH SERVICES

A full-time health aide working under the direction of an RN is provided by the district. All medications must be submitted to the school health aide upon arrival at the school. A doctor's prescription is required in order for the aide to administer any medication. All significant accidents and injuries must be reported to the nurse before the student will be released from school.

SEEKING SOLUTIONS

The board recognizes that situations of concern to parents, guardians or the public may arise in the operation of the district. Such concerns are best resolved through communications with the appropriate staff member, teacher, principal or superintendent.

The following steps are proper procedure:

1. Matters concerning individual students, teachers, coaches should first be addressed to the teacher or coach.
2. Issues not satisfactorily resolved with the teacher or coach should be discussed with the principal/Athletic Director.
3. Issues not satisfactorily resolved by discussion with the principal/supervisor may be brought to the superintendent.
4. If the complainant is not satisfied with the superintendent's decision, the complainant may file a grievance with the board through the superintendent at the next regular board meeting.

Upon receipt of a written signed statement of grievance and/or request for a hearing, the board will ask for written reports pertaining to the problem from, (a) the person against whom the complaint is lodged, (b) the school administrator involved, (c) the superintendent, and (d) the complainant, in advance of the meeting.

If the board approves a hearing, the date for such hearing will be set, and the superintendent will advise the complainant.

MEDICATION

All medications, including over the counter and prescriptions, must be sent in the original container and must be submitted to the school health aide upon arrival at school. Additionally, parents need to send a hand-written request with the medication stating the last time that the medication was given as well as time and dosage information. The school health aide or designee has the right to refuse to administer any medications that do not follow the recommended dosage. No school personnel can supply any medication, including over the counter medicine such as Tylenol. Students may bring cough drops for individual use while at school.

Prescription medications must be sent to school in a properly labeled container from the pharmacy. Pharmacists will provide the medication in two labeled bottles upon request in order for one to be sent to school. The parent/guardian will fill out and sign the proper consent forms for the school to comply with the prescription orders. The Otterville R-VI School will NOT administer the first dose of any medication.

COMMUNICABLE DISEASES ABSENCE GUIDELINES

It is very important to keep ill students at home in order to maintain a healthy school. Please use the following chart as a guideline for keeping children home from school and taking them to the doctor if necessary.

Common Cold	If fever is greater than 100 F, or if excessive cough is present
Diarrhea/Vomiting	Until 24 hours after the last occurrence of diarrhea or vomiting.
Pink Eye (Conjunctivitis)	Red/Inflamed eye with drainage or crusted eyelids – Should NOT attend school during the acute state. Antibiotic eye drops from a physician may be required.
“Fifth Disease”	Until lesions are healed or documented under physician’s treatment.
Ringworm	Exclusion not necessary, however medical treatment must be initiated (typically antifungal cream).
Scabies	Need doctor’s note stating student is under medical treatment.
Head Lice	Nits (eggs) and live lice must be removed with proper and effective treatment. When the head lice or nits are identified, the parents will be contacted to pick up the student and provide treatment. Upon returning to school, the student will be re-screened. The district has a “No Nit” policy in force;

	students must be free from nits and live lice after treatment for head lice before returning to class. Some conditions may require a doctor's release before returning to school.
Strep Throat/Scarlet Fever	Must be on antibiotics for 24 hours.
ALL RASHES	Must be excluded until seen by a physician and may return to school with a note from the physician stating diagnosis stating they are not contagious.
Fever or Influenza-like Illnesses	Any fever of 100 F must remain at home until 24 hours fever-free without fever reducer. For Influenza-like illnesses it is recommended to make sure the child feels like resuming daily activities before returning to school even without a fever.

ILLNESS DURING SCHOOL HOURS

The school nurse is required to send a student home with a fever over 100F or for any of the above mentioned illnesses. If your child is sent home from school ill, it is important for them to be picked up **PROMPTLY** and to follow policy on not returning to school until symptom-free for 24 hours or until the proper medical treatment has been initiated.

DISTRICT WELLNESS PLAN

Otterville R-VI School District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year. The District's wellness plan outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to encourage and ensure student wellness. The policy applies to all students, staff in the District. Specific measureable goals and outcomes are identified within each section of the plan. The District's wellness plan also develops and maintains a plan for implementation to manage and coordinate the execution of this wellness policy. At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and publicize the results on the District's website. Complete information regarding the District's wellness policy can be found on the District's website at <https://www.ottervillervi.k12.mo.us>. Questions or concerns about the District's wellness plan should be directed to Cindy Beltz, Superintendent at cbeltz@ottervillervi.k12.mo.us or Christie Thierfelder, School Health Aide at cthierfelder@ottervillervi.k12.mo.us

HEALTH SCREENINGS

Health screenings will be conducted periodically by the health aide or other designated district personnel. Scheduled screenings will be conducted for hearing, dental, vision, and scoliosis, although additional screenings may occur with staff or parent referral. Students will also be screened for contagious conditions such as head lice, scabies, etc., when referred by staff or parents.

STUDENT INSURANCE

Parents may purchase student insurance if so desired. This option is available for a nominal cost at the beginning of each school year or upon a new student's initial enrollment. When a student insured under this plan is injured, he/she may request a claim form from the superintendent's office. This form must be completed by the parent and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

DISTRICT WEB SITE

Information and TeacherEase access can be found at the school web site: www.ottervillervi.k12.mo.us

TEACHEREASE

TeacherEase – PARENT ACCESS

We will be utilizing a grade book system and student information system called Common Goal. The grade book portion of the system is called TeacherEase. All parents have access to the TeacherEase parent portal on an Internet connected computer. The parent portal allows parents to stay current with their student's assignments, see teacher comments and up to date grades for all classes. Simply type <http://www.teacherease.com/> into any address bar and TeacherEase will prompt you for your login and password. In order to login, parents will need to enter an email address. If you don't have an email account, you can generate a free account from gmail.com, Hotmail.com or other such sites. If you have difficulty with the account, please contact the office and we'll be happy to help you. Once connected you are able to see a list of all current classes and grades. Parents are encouraged to check student's grades on a regular basis. Please contact the principal's office if you need assistance accessing student's grade information. Meal account information can also be found on the parent portal of TeacherEase.

INTERNET USE

Student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of students and by students themselves. Misuse of these resources will result in a revocation of computer use privileges. Students must have a teacher present to access the Internet. Students will not be able to use e-mail unless for class use. Penalties will exist for students who corrupt any aspect of school computers including but not limited to changing wallpaper, display modes, and icons on the desktop.

ATTENDANCE POLICY

Daily full-day attendance is important for academic success at all levels. Classroom interaction from the lesson can never be replicated and students absent that day cannot regain that instruction. Research has proven that successful students have a high attendance percentage. However, illnesses and appointments do occur which may require a student's occasional absence. Make-up work will be given for those students who are absent from class. Arrangements to pick up homework for absent students may be made by contacting the school office as early in the school day as possible. Tardiness to school can also have a negative effect on a student's success. You may be notified if this becomes problematic for your child. The Department of Elementary and Secondary Education (DESE) has implemented new statewide requirements for all students in the state of Missouri. DESE will require that 90% of the students in Otterville School have a 90% or higher attendance rate. Any student below 90% attendance will negatively impact the District's performance rating. The following attendance policy will be implemented:

1. A student enrolled full-time may only miss twelve (12) days of school per year. If extraordinary circumstances arise, they will be handled on a case-by-case basis.
2. All absences count toward the student's allowed twelve (12) per year unless it is listed below under allowable absences. This includes doctor's visits and other required appointments.
3. Students are allowed to make up all work missed during an absence. It is the student's responsibility to obtain and complete missed assignments.
4. When a student is absent, it is the responsibility of the parent/guardian to notify the school. Parents should call (660-366-4621) or e-mail (mwalje@ottervillervi.k12.mo.us) to notify the school of the student's absence by 9:00 a.m. A call will be made to check child safety if the school hasn't heard from a parent by 9:00 a.m.
5. Upon the student's return, if phone or email contact was not made, a note from the parent/guardian is required the day the student returns to school.
6. It is the responsibility of the parent, not the school, to maintain records and documentation of doctor visits and other required appointments to be produced upon request.

Allowable absence

1. An allowable absence does not count towards the student's twelve (12) absences per year
2. Field trips or any activity sponsored by the school are not considered absences from school. Students are responsible for completing work missed while participating on a field trip.
3. School activities approved by another teacher, the principal, and/or the counselor will not count as absences. These include, but may not be limited to field trips, group tests, homecoming, school sponsored athletic events, or music program.

Attendance Violation Procedures

1. When a student reaches six (6) absences in a school year, a letter will be sent home indicating the student's attendance status.
2. After nine (9) absences in a school year, direct communication between the parents and administration will be held before the student will be able to turn in missed work for credit.
3. After absences ten through twelve (10-12) letters will be sent home to parents.
4. After twelve (12) absences in a school year, a doctor's note and administrative approval is needed for student to turn in missed work for full credit. If the absence is not approved, the student will be assigned to attend three (3) sessions of directed help for every one (1) absence in order to turn in work for credit. Directed help will be assigned on a 3 to 1 ratio for every non-doctor verified absence after twelve (12).
5. **Failure to abide by this policy could result in referral to the Children's Division, Juvenile authorities or the Prosecuting Attorney where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law.**
6. Should a student exceed twelve (12) absences per school year, the parents may be requested to present documentation of the student's absences to the attendance committee for consideration of grade level placement based on data indicating skills mastery. Parents may file a written appeal with the attendance committee, requesting a waiver of this policy. The committee may approve the waiver or may refer the case to the Board of Education. It is the responsibility of the parent, not the school, to maintain records of doctor visits and other such documentation to be produced during the appeals process.
7. All hearings, if requested, will take place before grade level placement is determined.

TELEPHONE USE

The office maintains phone lines which need to be kept open for school business. Students must obtain permission from the office before using any phones in the building. The staff will monitor student use of phones. Students will not be called out of class to answer phone calls unless it is an emergency. The office will deliver necessary messages to students/teachers. Social planning via the phone is not allowed. Non-school related activities must be taken care of at home. Emergencies and/or illness are special exceptions warranting contact by the health aide. All organizations will announce meeting/practice times in advance so those students can make arrangements without use of the school telephone.

STUDENT CELL PHONES/ELECTRONIC DEVICES

Students in grades PreK-5 do not have cell phone privileges during school hours. Students who bring phones to school will keep them turned off and in their backpack. Phones or other electronic devices brought to school are at the student's own risk as the school will not be responsible for lost, stolen, or damaged phones or devices. Students violating the cell phone policy will be handled on a case by case basis and in a manner similar to the cell phone violation policy listed in the high school handbook. Exemption of the cell phone and electronic device policy for elementary may be made by the administration in conjunction with the classroom teacher in specific situations.

TEACHER CONFERENCES

Conferences with teachers may be set up through the school office. A conference may be held at parent, teacher, or administrator request. A scheduled parent/teacher conference will be held following the first and third quarters.

FIELD TRIPS

Any elementary field trip will need to be academic in nature and as such; students will have the opportunity to participate in the field trip regardless of their grades. Under special circumstances, administrative approval may determine the student will not participate in the field trip and will remain at school with an alternative assignment. Any student referred to the office for disciplinary purposes three times or more during the school year will be ineligible to attend class field trips for the remainder of the year. The student will remain at school and participate in an alternate activity. Help will not count toward an office referral.

GUESTS

Due to large class sizes and safety concerns for all involved, student guests will not be allowed to visit the school during school hours. Individual classroom curriculums that require visitors, speakers, etc. will be honored with office approval. **All guests/visitors to the school must sign in at the principal's office.**

DRESS CODE

School authorities reserve the right to counsel students in the manner of dress and grooming. No full-head covering, such as hats or bandana, are to be worn upon entering the school building unless permission is granted by the administration for needed exceptions. No clothing with obscene words, pictures, or advertising alcohol, tobacco or drugs is to be worn. Crop tops and halter tops are not allowed. All tops must meet the bottoms so that the abdomen and /or back are not exposed. The clothing must be in good taste; dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety. The following are a few guidelines for student dress:

1. Cut-off shirts above the waist, transparent shirts, muscle shirts, and self-made sleeveless shirts are prohibited at all times. Pants, shorts, shirts and blouses must reach the waist.
2. Pants, sweats, shirts, shorts, or jeans with holes that create an inappropriate appearance or that are distracting are prohibited. Clothing should not reveal breasts, butt, boxers, bra's, underwear or belly.
3. Shorts/Skirts may be worn of an appropriate length for the student's age.
4. No tight shorts, such as spandex, spandex lace, or tight sweats are permitted unless worn under a pair of shorts.
5. No face paint, hair paint, pajamas or house slippers should be worn unless receiving the permission of administration.
6. Students are responsible for appropriate foot wear for recess and PE. Students are expected to participate in these activities. Flip-flops and sandals are especially problematic and students need alternate shoes.

The administration's determination of dress code violations will be final. Students determined to be in violation of the dress code will be asked to change clothes or wear alternative clothing provided by the school. If students need to go home to change clothes, the time they are gone will be considered an unexcused absence. Refusal to comply or repeated offences will lead to implementation of the student discipline code.

CLASS PARTIES

Halloween, Holiday, Easter and Valentine's parties are held in each elementary classroom and will begin at 2:00 pm. Additional parties may be held in lower primary grades. Birthday parties need to be cleared with the classroom teachers in advance, so preparations can be made. The Otterville School District promotes providing healthy food choices for class parties and daily snack.

EMERGENCY PROCEDURES

TORNADO DRILL INSTRUCTIONS

The tornado warning will be announced through the intercom by administration. Students should follow these steps:

1. Rise at the sound of the alarm and walk with the class to the designated area in the school quickly and quietly. Don't run. Don't talk.
2. Students should kneel down with their hands on the back on their heads to protect themselves from flying debris.
3. The group will stay together, under charge of the teacher/group leader, until receiving authorization to make the next move. The teacher/group leader will have the attendance register or class record with him/her.
4. Beyond all else, KEEP CALM! Be quiet and listen for instruction.

FIRE DRILL INSTRUCTIONS

The fire alarm will either be announced through the intercom by administration or fire alarms in the hallway. If a fire is discovered, you should immediately report it to the main office, which will be announced. In case an exit is blocked, use the nearest available exit. When using the south exit, be sure to keep clear of the road so that fire trucks can use the road. Students should file out in order. Fire drills will be called from time to time so be familiar with the exit routes of your particular area. Students should follow these steps:

1. Be calm; no pushing or shoving.
2. Rise at the sound of the alarm and walk out of the building quickly and quietly. Please do not run or talk.
3. Keep orderly fashion when moving from classroom to exit.
4. When out of the building, promptly continue to the designated area free from the building.

ACADEMICS

GRADING SCALE

The Board of Education has approved the following scale for quarter and semester grade reports. The quarter percentages are to be averaged for semester percentages.

95% - 100%	A	74% - 76%	C
90% - 94%	A-	70% - 73%	C-
87% - 89%	B+	67% - 69%	D+
84% - 86%	B	64% - 66%	D
80% - 83%	B-	60% - 63%	D-
77% - 79%	C+	59% and below	F

GRADE CARDS & PROGRESS REPORTS

Grade cards are sent home with the student at the end of each quarter. Progress reports are sent home with the student every two weeks so parents/guardians are aware of each child's academic progress.

HONOR ROLL

Each quarter the students will have the opportunity to be recognized for their academic accomplishments. Below are the guidelines that teachers use to give the academic awards or honor roll.

For K-1:

Soaring Eagle Excellence Award: Student receiving this award have master 80% or more of the required standards for their class.

For 2-5:

A-Honor Roll Award: Student receiving this award must have A's in every subject. No grade shall be a B+ or below.

B-Honor Roll Award: Student receiving this award must have A's and B's in every subject. No grade shall be a C+ or below.

RETENTION POLICY

Pursuant to the Missouri Revised Statutes, section 167.645, a student whose reading level at the end of fourth grade falls below the third grade level shall be required to attend remediation (summer school), and is subject to retention if sufficient progress is not achieved. Furthermore, the principal, in advisement with the classroom teacher, may decide to retain a student based on academic achievement, attendance, and/or social and emotional maturity. See regulation 2520 for complete promotion and retention requirements.

HOMEWORK POLICY

Homework is essential for student success. When a student receives a zero or incomplete on assignments, the student will be given a mandatory Help session until work is completed. The Help session will be served Monday through Thursday 3:00 to 3:35 or during the school day at the teacher's discretion. Failure to attend might constitute the assignment of In-School Suspension. Parents are responsible for arranging transportation. All attempts will be made to contact the parents before the Help session is to be served. Any student that is serving OSS (Out-school-suspension) is responsible for completing any homework while on the suspension. This policy is for grades 3-5.

Virtual Instruction Program

The District will participate in the State's Virtual Instruction Program (MOCAP). MOCAP offers District students the opportunity to participate in free or tuition-paid online courses in a variety of grade levels and content areas from kindergarten through grade 12.

The District will accept courses offered through MOCAP as units of credit meeting state and local graduation requirements. (See Policy MOCAP)

CLASSROOM RULES

Each teacher is in charge of his/her classroom. The teacher may make reasonable classroom rules which will help establish the best educational environment possible. General rules are as follows:

- Students should not open and close windows or adjust or alter other school facilities except under teacher direction.
- No running in halls or classrooms.
- No glass bottles; only plastic bottles may be used as water containers.
- Do not leave school or playground without permission from classroom teacher and office.

STUDENT CONDUCT / DISCIPLINE

DISCIPLINARY PHILOSOPHY

It is the philosophy of the Otterville R-VI School District that discipline is the process of teaching and learning appropriate social behavior. This process includes positive consequences to reinforce desirable behaviors and negative consequences to deter repetition of undesirable behaviors. Furthermore, it is our philosophy that discipline should be applied in a way that is both effective and has the least detrimental impact on the student's education.

All school employees have the authority and responsibility to help students by correcting undesirable behaviors. Severe or repeated misbehaviors require the intervention of a school administrator. When administrative intervention is required the following guidelines will be followed as much as possible, though we reserve the right to vary from it as individual situations dictate.

	Preschool – 3 rd Grade	Grades 4-5
First Offense	Student conference with principal; parent contact	Student conference with principal; parent contact
Second Offense	Withhold student from class activity (such as lunch or recess); phone contact with parent if possible	Withhold student from class activity and/or assign after school detention; phone contact with parent if possible
Subsequent Offense	Placement in an alternate setting for 1-5 days; parent contact and/or conference	Assign to after school detention, parent contact and/or conference

Alternative disciplinary measures such as service assignments, physical activity, in school suspension, out of school suspension, and expulsion (following provisions of all due process procedures) are applicable at administrative discretion. In-school-suspension (ISS) may be served in a variety of locations with supervision from school personnel as fits the needed circumstances. ISS may include physical activity, service projects, reading and reports. Suspension from school is disruptive and detrimental to a student's education and will be used with extreme reluctance and only after careful consideration. Any student that is serving OSS (Out-school-suspension) is responsible for completing any classwork or homework while on the suspension.

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of

bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted. Moreover, the District will provide training for employees and students relative to enforcement of this policy.

RECESS RULES

General Rules

1. No throwing rocks, sand, or other objects.
2. No football, tag ball, or dodge ball.
3. No hard balls. A softball is allowed in Grades 4-5.
4. No "King of the Mountain".
5. No tag on equipment.
6. No electronic equipment.
7. No toy guns or sharp objects on school grounds.
8. Line up immediately when whistle blows to end recess.
9. One at a time on the monkey bars.
10. Student have to have on weather appropriate clothing or he/she may have to stay indoors.

Outdoor Rules

1. All students must stay on school grounds, in sight of the recess supervisor.
2. Do not stand on slide or go down head first.
3. Leave swings on lowest level.
4. Do not stand on or jump from swings.
5. No running between or around swings.
6. Students are not to be on top of the monkey bars.
7. Students must wear shoes at all times when outside.

Indoor Rules

1. Recess will be held indoors if the temperature or wind chill is below 32° or if there is excessive moisture.
2. No hats will be worn during recess in the gym.
3. No hard-soled shoes on gym floor during recess or PE.
4. No kicking balls in the gym during recess.
5. No running on bleachers in the gym.

* Other rules may be dictated by playground supervisor.
P. E. is not considered recess.

BUS RULES

The Otterville R-VI School administration feels it is a privilege to ride the bus to school, and students are expected to behave in an appropriate manner. The following regulations are to be observed at all times:

- The first time a student has a behavior problem on the bus, the driver will write up a warning to the student and send the warning home with the student.
- The second time a student has a behavior problem on the bus, the driver will write a discipline report and take it and the student to the principal. After contacting the parents and conferencing with the student, the student may be suspended from the bus for a period of 2 days.
- The third time a student has a behavior problem on the bus, the driver will write a discipline report and take the report and the student to the principal. After contact with the parent and a conference with the principal, the student may be suspended from the bus for 5 days.
- The fourth time a student has a behavior problem on the bus, the driver will write a discipline report, and take it and the student to the office. Parents will be notified, and the student maybe suspended from the bus for 10 days.

Should there be a continuous problem with a student, the student is off the bus until the student, parent/guardian, and bus driver have a conference with the superintendent. When a student has been suspended from the bus for more than 10 days, the student will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with the state law and with the provisions outlined in the Board of Education's Policies and Regulations. During the suspension of bus privileges, it will be the parents'/guardian's responsibility to provide the student's transportation to and from school.

Severity Clause: *Behavior that is excessively inappropriate or dangerous to others will result in an automatic suspension from bus privileges for an undetermined amount of time, at the discretion of the principal or the superintendent.*

SPECIAL SERVICES STUDENTS

The Otterville R-VI School District requests your help in locating all handicapped children and youth from the ages of birth through twenty years of age who reside in the Otterville R-VI School District. We request information regarding the child's name, parent or guardian's name, child's birth date and type of handicapping condition, if known.

Public law 94-142 then requires the school district to provide to all children attending public or private schools identified as handicapped, ages three through twenty, free appropriate special education and related services sufficient to meet their needs in the least restrictive environment.

Handicapped includes children identified as mentally retarded, learning disabled, behavior disordered, speech, language, articulation, fluency, or voice disorders, visually impaired, multi handicapped, deaf, blind, autistic, early childhood special education or traumatic brain injury.

All information and records are confidential and access to the records by any unauthorized person without parent consent is forbidden. Parents/guardians have the right to inspect any information on file for their child and may appeal the content of such records.

Parents who feel the district is in violation of the Family Education Rights and Privacy Act may register a complaint with the U.S. Office of Education. A more complete listing of services provided to children, and the rights and provisions of the Americans with Disabilities Act (Title 2), and Section 504 are on file at the office of the superintendent and the building level offices.

The Otterville R-VI School District provides services on a nondiscrimination basis. If you feel you have been discriminated against because of your race, color, sex, religion, national origin, age, or disability, you may file a complaint with the Department of Social Services, Office for Civil Rights (1-800-776-8014)

If you need more information concerning Public Law 94-142, the Americans with Disabilities Act, or Section 504 please contact Jessica Helmig at 660-366-4391. If you feel you have been discriminated against or have a grievance, you may file a complaint at the Otterville R-VI School District at 660-366-4391.

SPECIAL SERVICES STUDENTS--DISCIPLINE

Students who receive special services are not exempt from the disciplinary code or from the Disciplinary Actions for Student Misconduct. They are not entitled to participate in programs when their behavior significantly disrupts the education of the other children in the program. A special services student may be temporarily suspended during the time a review process is taking place if the student is endangering himself or others. Review procedures: The administration and the child's teachers will review the student's special education placement to determine whether:

- the behaviors which may lead to suspension are related to the child's disabling condition.
- the special education placement is appropriate.

If the review team determines that the behaviors are not related to the disabling condition and the services being provided are appropriate, the school may suspend the student for up to ten days and then return him to the same placement. Normal district procedures will then be followed. A change in placement may need to be made to meet the needs of the student. If the behaviors are related to the disabling condition, then the district must conduct a review of the IEP to determine whether an alternative placement is needed. The district then would provide alternative special education services based upon the revised IEP, with all procedural safeguards.

LEGAL NOTICES

POLICY CHANGES

Students and parents are notified of board policy changes through handouts, verbal means, and/or newspaper articles. All policy is in effect upon board approval.

504 REFERRAL

The Otterville R-VI School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

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

The Otterville R-VI School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the school superintendent.

A disabled person under Section 504 is defined as any person who has a physical or mental impairment that substantially limits one or more major life activities.

A description of the procedural safeguards or rights granted by federal law to students with 504 disabilities and/or their parents or legal guardians and to those students who are suspected of having a 504 disability and/or their parents or legal guardians in detail is available from the Otterville R-VI School District office and on the school's website. Parents/guardian of students who are suspected of or identified with a disability under the Individuals with Disabilities Education Act are provided with copies of the IDEA procedural safeguards unless those students have a separately identified 504 disability that is not addressed through an IEP.

Persons who believe that the district is discriminating against eligible persons on the basis of disability may also file complaints with the District's Section 504 Coordinator and/or **[the address for the Kansas City Office of OCR is: OCR, U.S. Department of Education, 601 E. 12th St., Kansas City, Missouri 64106. The Kansas City office's jurisdiction extends to the states of Kansas, Missouri, Nebraska, South Dakota, and Oklahoma. For a list of other regional offices and their coverage area, see www.ed.gov.**

The District's Section 504 Coordinator is Jessica Helmig and may be reached at jhelmig@ottervillervi.k12.mo.us or by phone at (660)366-4391.

The homeless coordinator and foster care liaison is Maria Staus and may be reached at mstaus@ottervillervi.k12.mo.us or by phone at (660)366-4391.

STUDENT EDUCATIONAL RIGHTS

The district will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:

- a. To inspect and review the student's educational records.
- b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent.
- d. To obtain a copy of this policy and guidelines.
- e. Annual notification will inform parent/guardian/eligible students where copies of the policy and guidelines are located.

NOTICE OF NONDISCRIMINATION

In accordance with Federal law and Otterville R-VI policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of grievance, contact the Title IX Director, Cindy Beltz, 101 W. Georgetown Street, Otterville, Mo., 65348 or call (660) 366-4391. The Otterville R-VI School District is an equal opportunity provider and employer. 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.

HARRASSMENT

It is the policy of the Otterville R-VI School District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

**Missouri Department of Elementary & Secondary Education - Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA	Complaints filed with the Department
4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
Appeals	
9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint under ESSA?

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

2. Who may file a complaint?

Any individual or organization may file a complaint

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

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

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of fifty 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 forty-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 ten 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, and/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.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the U. S. Department of Education.

HANDBOOK DISCLAIMER

In order to make this handbook more "user-friendly" and less cumbersome many Otterville R-VI Board of Education policies and federal regulations have been condensed. If at any time you would like a copy of an entire policy, please feel free to contact our office or view policies on the district's website at <http://ottervillervi.k12.mo.us/>

Bullying Incident Report Form (Available in Office)

If you have been the target of bullying or have witnessed the bullying of District student, complete this form and submit to the principal. Complaints against building principal should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date & Time Filed: _____ Your Name*: _____

Phone Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

- You are a: Student Parent Employee Volunteer

Date(s) of alleged bullying: _____

Name(s) of student subjected to bullying: _____

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

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use the back side of the form, if necessary.

Names of Witnesses: _____

Have you reported this to anyone else: Yes NO. If so, who? _____

*Signature of Complainant: _____

***Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or report's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

This Section is for the use of Principal

Date & Time Received by Principal: _____

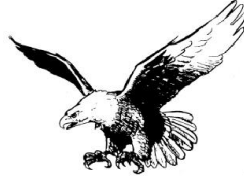
Investigation Actions taken: _____

Results of Investigation/Action taken: _____

Signature of Principal: _____ Date & Time: _____

Otterville Elementary School

2019-2020



I give _____ permission to attend all school-sponsored activities and field trips for the 2019-2020 academic year. Parents/Guardians will be notified of the activities/field trips that will be taking place in advance. I will not hold the school liable in case of accident or injury.

Parent/Guardian signature _____ Date _____

Directory Information Notice

The Otterville School district has designated certain information contained in the education records of its students as directory information. The following is declared as “directory information” which will be made public upon request. This public notice is required by law before such information can be placed in yearbooks, student directories or student publications or released to newspapers recognizing awards or posted on the school’s website. Objection to releasing directory information must be filed in writing within ten school days of the time this handbook was given to my child. Directory information includes

- student’s name
- address
- birth date
- parents’ name
- participation in officially recognized extracurricular activities
- height and weight of members of athletic teams
- dates of attendance
- diplomas and awards received
- photographs

We acknowledge the receipt of and understanding of the policies and procedures outlined in this student handbook.

Parent/Guardian signature _____

Student Signature _____ Grade: _____

Date received _____