

**Orrick Elementary School**

**Parent/Student**

 **Handbook**

**2019-2020**

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Orrick R-XI Elementary School

PARENT/STUDENT HANDBOOK 2019-2020

District Mission: “*Focusing on Student Success”*

Dear Parents, Guardians and Students:

The Administration of the Orrick Elementary School present this handbook in the hope that it will be a door leading to closer relationships between the parents of our children and the school, and to a better understanding of the purposes and operation of our educational institution. Hopefully this handbook will inform you of the expectations and policies of the Orrick Elementary School. Please read it carefully and keep it for future reference. You may find this handbook and other important school information on the school website at *orrick.k12.mo.us* and attached to our Orrick School App.

 Our fundamental goal is to provide quality educational opportunities for every child entrusted to our care. The educational staff believes that the individual growth of each child to their maximum intellectual, emotional and social stature is our primary objective. Through close cooperation between parents and the school we can reach this goal. We welcome your active interest and assure you that we will do our best to keep you informed in matters pertaining to your child. If at any time you have a question about school guidelines or our programs, do not hesitate to contact the elementary office.

As part of our enrollment procedures, we will be asking both you and your child to read and have knowledge of the information in this handbook and to sign the sheet stating that it has been read together and discussed.

I am looking forward to working with all of the families in the Orrick Community!

Sincerely yours in education,

Angela Bright

Elementary Principal

816-770-3922

abright@orrick.k12.mo.us

Orrick R-XI Elementary Staff for the 2019-2020 School Year

Scott Archibald Superintendent

Angela Bright Principal

Julie Lafferty Administrative Assistant

Chrisinda Spencer School Nurse

Heather Hurst Preschool Teacher

Rhonda Roe Kindergarten Teacher

Emily Brownsberger First Grade Teacher

Shelby Bendure Second Grade Teacher

Megan Stevenson Third Grade Teacher

Alyx Johnson Fourth Grade Teacher

Maddie Yarbrough Fifth Grade Teacher

Seth Smith Fifth Grade Teacher

Amy Thompson Sixth Grade Homeroom Teacher

Brett Terry Sixth Grade Math Teacher

Trevor Ballard Sixth Grade Science

Michele Irby Instructional Coach Part-Time

Kelly Thompson Title I Reading

Joey Duncan Special Services Coordinator

Tracy Llewellyn Special Education Teacher

Zach McGill Educational Technology

Becca Mason Elementary Counselor

Elise Pointer Elementary Music Teacher

Mitch Comstock Elementary Physical Education Teacher

Cassie Smith Elementary/HS Art Teacher

Jayson Moll Band Instructor/Director

Sarah Webb Speech/Language Pathologist

Andi Bonge Occupational Therapist

   

**ABSENCES / HOMEWORK MAKE UP**

When a student has an absence, the parent/guardian may request a student’s homework for that day. It will be prepared and ready for **pick up after 3 pm** that day. It will be the responsibility of the student to make up the missed work in order to receive credit.
A student will be allowed two days per day absent, to make up their work. (*Therefore, if a student misses one day, they have two days to make up late work.)* In the event that a student should be absent for an extended period of time, a conference between the classroom teacher, principal, student, and parent will be arranged to discuss the appropriate length of time the student will need to finish late work. For an extended absence the teacher may grant a longer period of time. If a student is absent more than eight days in a semester, he/she will not be allowed to make up any work beyond the eighth day and may be required to attend mandatory summer school. The purpose of these eight days is for illness, doctor or orthodontist appointments, and other emergencies. In the event of extended illness or injury, a parent may request an extension through the principal. The principal may grant an extension if the reason for the absence is unavoidable. Example: In the hospital, serious accident, etc. The parent and the student, if necessary, may be asked to meet with a committee made up of the principal and the student’s teachers to determine if an extension is to be granted and with what stipulations. Example: Doctors’ verification, make up time, etc. Parents may request an accounting of days absent at any time. The school will notify parents of absences quarterly.

Students absent from school due to school activities are responsible for making up any missed schoolwork either before or after the activity.

Special circumstances for make-up work:

1. During out-of- school suspensions elementary students can earn up to 75% credit for work completed for the duration of the OSS.

2. Truancy (absent without knowledge or consent of parent) will receive no credit for work.

3. No credit earned for work when absent over eight days (unless approved by principal).

**\*\*Students absent from school may not participate in a school event or attend an extracurricular event without prior administrative approval.\*\***

**ASBESTOS**

The district's asbestos management plan is on file at the Superintendent’s office.

There is a presence of asbestos in the elementary building. Asbestos is evaluated by Orrick staff every 6 months. It is evaluated by qualified inspectors every 3 years.

**ASSESSMENT PROGRAM**

The district will use a variety of assessments including all state standardized assessments as indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program. Refer to Board Policy IL for full policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district’s instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

**ATTENDANCE / TARDY POLICY**

All elementary students are expected to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Research has shown that good attendance is essential for effective learning to take place. Parents need to notify the school when the students are going to be absent. Please notify the office by 9:00 a.m. if your child is going to be absent.If a call is not received by this time, then the office will make every effort to contact a parent in regards to that student’s absence.

The secretary will keep the principal updated on repeat absences/tardies. An attendance letter will be mailed out to parents/guardians if there are attendance concerns. If there are continued absences or tardies the principal with contact parents by phone or visit the home. Students who miss more than eight days per semester may be required to attend mandatory summer school. Truancy (which is defined as being absent from school without parental knowledge or consent) will be considered a violation of the discipline code and disciplinary consequences will result. The school is responsible for reporting educational neglect to juvenile authorities. Children’s Division is contacted if students are continually absent or tardy and parents make no effort to rectify the situation.

Ray County Attendance Court
The school board, administration, teachers and staff of the Orrick School District want all of our students to be successful. There is nothing more exciting than when we see our students reach their fullest potential and become productive members of society. For students to be successful in school they need to attend school daily, arrive on time and be ready for the day’s learning experience.

With this is mind the RAY COUNTY ATTENDANCE COURT has been created encompassing numerous community stakeholders and agencies committed to promoting the best interests of the children in Ray County, Missouri, including local school districts, Ray County Prosecutor, Ray County Sheriff's Department and other law enforcement agencies, Ray County Juvenile Office, social service agencies, community health and mental health providers,and members of the judiciary of the Eighth Judicial Circuit of Missouri.

The Ray County Attendance Court will serve as a specialized court designed to facilitate and promote regular school attendance for all students Kindergarten through Twelfth Grade by holding parents and guardians accountable for ensuring their child attends school as required.

Leaving school early

The school is responsible for student attendance from the beginning until the end of the school day. If a student must leave early, the parent must check the child out through the office. We will make every effort to verify notes. If a student leaves school without permission, they are in violation of school policy and may be suspended. When parents dismiss a student, they must leave school grounds. Students will not be allowed to leave school regularly unless approved by the principal.

Parents are to pick their child up at the south doors by the elementary principal’s office. Parents are to wait by the office.Please do not go to your child’s classroom door and wait for the end of the school day. Everyone needs to be cautious of all students walking home while parking and leaving at the end of the school day.

**AUDIO AND VISUAL RECORDING**

Recording by Outside Entities

The Orrick R-XI School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.

2. Recording of staff for the sole purpose of professional training or development.

3. Open meetings of the Orrick R-XI School District Board of Education or committees appointed by or at the direction of the Board.

4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

**BUS**

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**CHANGE OF INFORMATION**

The parent or guardian should notify the school immediately of any changes in telephone numbers, work number, address or person to notify in case of emergency. We need up-to-date information in case an emergency or illness should arise. Please notify the school of any changes in transportation to or from school. A note is necessary indicating where your child is to be dropped off if it’s different from their regular routine.

**CLOSING OF SCHOOL**

School closures due to weather or other emergencies will be announced over the following:

\*Orrick R-XI App/Orrick App (Elementary office will provide individualized set-up password information to you for access to child’s info)

\*TV Channel’s 4, 5, 9, and 41.

**COMMUNICATION**

The phone number to the elementary office is 816-770-3922. The automated greeting will direct you to push “3” for the elementary office. Teachers will not be called out of the classroom to take a phone call. All calls during the school day will be transferred to voicemail. Should there be an emergency; the office will call the student down to take the call. You can communicate with your child’s teacher through their voicemail and email. **All phone calls that teachers receive during the school day will be forwarded to their voicemail.** We do this is to cut down on daily classroom disruptions. Students and parents are urged to make plans before school. Students must have teacher authorization prior to using their iPads or personal cell phones to contact parents/guardians within the school day.

**CONFERENCES/MEETINGS**

We will have parent teacher conferences twice during the year. Parents and teachers may request a meeting anytime during the year. School personnel may terminate any conference immediately that becomes unruly or uncivil in tone or action by any participant. The conference may be rescheduled at a later date if necessary.

**DISCIPLINARY CODE for Orrick R-XI**

The purpose of this policy, also known as the behavior code, is to prevent actions which might interfere with the school’s educational mission as well as to ensure a safe and orderly learning environment.

STUDENT DISCIPLINE:Building principals are responsible for the development of rules and regulations regarding student conduct. Principals may suspend any student for up to ten days for violations of such regulations. A student can be suspended for insubordination, irregular attendance, tardiness, truancy, habitual idleness, viciousness, or habitual failure to give proper observance to the requirements of the school. Notice of such a suspension is given to the parents, superintendent, and the counselor. In addition to suspension, a student may receive in-school suspension, or any combination.

A student is usually suspended as a last resort when all other interventions have failed. The principal can also suspend if they feel that the behavior is endangering others, a threat to the school, or has become so belligerent that is unable to control his/her behavior. If a student’s behavior is such that the principal feels they should not be allowed to attend school, the principal may require the student, along with the parents to appear before the Board of Education to discuss permanent expulsion.

THE LEGAL BASIS: The Board of Education has the legal authority to make needful policies, rules, and regulations for organizing, grading, and governing the Orrick R-XI schools. This includes the power to suspend or expel a student for conduct which is counter to good order and discipline in the schools, or impairs the morale or good conduct of the students. The board may delegate to the superintendent and principal to make reasonable and necessary rules governing the conduct of students in the district. These rules apply to all students in the district instructional or support programs as well as school sponsored activities and events.

IN-SCHOOL SUSPENSION:In school suspension may be given for any of the disciplinary reasons or as deemed necessary by the administration. The following are rules for in-school suspension:

1. Students will be taken to the restroom/fountain at designated times throughout the day.
2. Students will be taken to lunch by the I.S.S. monitor at approximately 11:45 a.m.
3. ISS students will spend time on individualized self-improvement projects as well as classroom work.
4. Students must remain in their seats. They must ask permission from the monitor before asking questions. There is to be absolutely no talking to other students unless approved by the monitor.
5. Elementary students will receive 100% credit for work completed during ISS and will receive the grade earned.
6. If the ISS monitor has any trouble with a student or feels that a student must be referred back to the office, the student will then be suspended out of school.

OUT-OF-SCHOOL SUSPENSION:Out-of-school suspension may be given for any of the disciplinary reasons or as deemed necessary by the administration. While under this level of suspension all grades and assignments missed will count up to a 75% earned credit.

HARASSMENT:Orrick students may contact a staff members if they feel they have been harassed or are concerned about a harassment issue at school.The district does not discriminate on the basis of race, religion, national origin, sex or disability.

DISCIPLINARY ACTIONS JG-R1The following ranges of standardized punishments have been established to provide consistency in assigning consequences for a student who has chosen to disobey school rules. The definitions of such items will follow:

|  |  |  |
| --- | --- | --- |
| **OFFENSE** | **FIRST TIME** | **REPEATED** |
| **ARSON** Starting or attempting to start a fire or causing or attempting to cause an explosion. | Detention, ISS, 1-180 days OSS, or Expulsion. Restitution if appropriate | 1-180 days OSS or expulsion. Restitution if appropriate |
| **ASSAULT 1.**Hitting ,striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. 2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another. | Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion | ISS, 1-180 days OSS, or expulsion |
| **ATTEMPT TO KILL OR CAUSE SERIOUS INJURY** | Expulsion |  |
| **BULLYING** Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group. | Detention, ISS, 1-180 days OSS | 1-180 days OSS, or expulsion |
| **BUS or TRANSPORTATION MISCONDUCT** Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. |  |  |
| **DISHONESTY** Any act of lying, whether verbal or written, including forgery. | Nullification of forged document. Principal/Student conference, detention, ISS, or 1-10 days OSS | Nullification of forged document. Detention, ISS, 1-180 days OSS or expulsion.  |
| **ACADEMIC DISHONESTY** Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics. | No credit for the work, grade reduction, or replacement assignment | No credit for the work, grade reduction, course failure, or removal from activities |
| **DISRESPECTFUL SPEECH/CONDUCT (see Board policy AC if illegal harassment or discrimination is involved)**--Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law. | Principal conference, detention, ISS, or 1-10 days OSS | Detention, ISS, 1-180 days OSS or expulsion |
| **DRUG/ALCOHOL USE POSSESSION, SALE, PURCHASE OR DISTRIBUTION 1.** Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. 2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs 3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs,imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs | ISS, 1-180 days OSS or expulsion (sale) | 1-180 days OSS or expulsion |
| **INCENDIARY DEVICES** Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff. | Confiscation. Warning, principal/student conference, detention or ISS | Confiscation. Principal/student conference, detention, ISS, or 1-10 days OSS |
| **THREATS** Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.  | Principal/Student conference, detention, ISS 1-180 days OSS, or expulsion | ISS, 1-180 days OSS, or expulsion |
| **FALSE ALARMS**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property. | Restitution, Principal/Student conference, detention, ISS ,1-180 days OSS, or expulsion | Restitution, ISS, 1-180 days OSS or expulsion |
| **FIGHTING** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. | Principal/student conference, detention, ISS, or 1-180 days OSS | ISS, 1-180 days OSS or expulsion |
| **PUBLIC DISPLAY OF AFFECTION**--Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping. | Principal/student conference, detention, ISS, or 1-180 days OSS | Detention, ISS, 1-180 days of OSS, or expulsion |
| **TECHNOLOGY MISCONDUCT** 1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. 2. Using, displaying or turning on pagers, phones, personal digital assistants or any other electronic communication devices during the regular school day.  | Restitution, Principal/Student conference, loss of privileges, detention, ISS, or 1-180 days OSS | Restitution, loss of privileges, 1-180 days OSS, or expulsion |
| **SEXUAL HARASSMENT 1.** Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances. 2. Unwelcomed physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing. | Principal conference, detention, ISS, 1-180 days of OSS, expulsion | ISS, 1-180 days OSS, or expulsion |
| **THEFT** attempted theft or knowing possession of stolen property. | Return of or restitution for property, Principal conference, detention, ISS, 1-180 days OSS | Return of or restitution for property. 1-180 days of OSS or expulsion |
| **TOBACCO** 1.  Possession of any tobacco products on school grounds, school transportation or at any school activity. 2. Use of any tobacco products on school grounds, school transportation or at any school activity. | Confiscation of tobacco, Principal/Student conference, detention or ISS | Confiscation of tobacco, detention, ISS, or 1-10 days of OSS |
| **TRUANCY** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. | Principal/Student conference, detention, 1-3 days ISS | Detention or 3-10 days ISS |
| **VANDALISM** Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. | Restitution. Principal/Student conference, detention, 1-3 days ISS, 1-180 days OSS or expulsion | Restitution. ISS, 1-180 days OSS or expulsion |
| **WEAPONS** 1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g) (2) or § 571.010, RSMo. 2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). | ISS, 1-180 days OSS or expulsion | 1-180 days OSS or expulsion |

* The list of offenses is not exhaustive and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property.
* Consequences may be increased or decreased depending on the circumstances.
* The district will work cooperatively with police and will notify the police when a crime occurs on school property.
* Students and parents are responsible for paying penalties for lost or damaged textbooks.

**DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS**

**Guidelines:** Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

 A. Are obscene to minors.

 B. Are libelous.

 C. Are pervasively indecent or vulgar (secondary schools) contain any indecent or vulgar language (elementary schools).

 D. Advertise any product or service not permitted to minors by law.

 E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).

 F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

**Procedures:** Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

 A. Name and phone number of the person submitting the request.

 B. Date(s) and time(s) of day of intended distribution.

 C. Location where material will be distributed.

 D. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent or his or her secretary.

If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

**Time, Place and Manner of Distribution**

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

A. No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

B. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or when it disrupts the use of district technology resources.

**Definitions**

The following definitions apply to the following terms as used in this policy:

A. "Obscene to minors" is defined as:

 1. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or

 2. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or

 3. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

B. "Minor" means any person under the age of 18.

C. "Material and substantial disruption" of a normal school activity is defined as follows:

 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.

D. "School activities" means any activity of students sponsored by the school and includes -- by way of example, and not by way of limitation -- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

 E. "Unofficial material" includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and emails, whether created by students or others.

 F. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.

 G. "Distribution" means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school which are generally frequented by students.

V. Disciplinary Action

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

VI. Notice of Policy to Students

A copy of this policy will be posted conspicuously in school buildings.

**ENROLLMENT PROCEDURES**

New students to the Orrick School District may enroll during the two-week period prior to the first day of school. Pre-enrollment for Preschool and Kindergarten will take place each spring. If you would like to enroll your 3 or 4 year old in our preschool program, please call or stop by the office to be placed on the list. We often have a waiting list for our Orrick Preschool. First time kindergarten students must reach the age of five before August 1st of the year of enrollment. Preschoolers must be three years old before August 1st of the year of enrollment to be eligible.

Before attendance in school will be allowed, the following items must be made available to the Orrick school officials before enrolling or transferring a student**.**

**1. Birth certificate**

**2. Current immunization records**

**3. Social Security card**

**4. Up-to-date transcript from previous school**

**5. Most current grade card**

**6. Proof of residency**

Orrick will honor the suspension and/or the expulsion set forth by other schools.

**ESSA:Every Student Succeeds Act**

NOTIFICATION TO PARENTS

Our district is required to inform you of certain information that you, according to the ESSA, have the right to know should you so wish.

Upon your written request, our district will provide you, in a timely manner, the following information about your child’s teacher (s):

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

If you desire any of the above information, please be specific as to the teacher (s) about which you are inquiring, your child’s name, and address your request in writing to our school offices to the attention of the Principal at 100 Kirkham, Orrick, MO 64077.

REVIEW OF EDUCATIONAL RECORDS BY PARENTS OR ELIGIBLE STUDENTS

1. Educational records shall be open for inspection by the parents of a student or an eligible student. Both parents have access to their child’s school record until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent’s access to the student’s educational records must be filed with the school principal in order to certify that a parent's access rights are limited or denied pursuant to the court's direction.
2. Parents or eligible students (18 years or older) should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. When a record contains information about students other than the parent’s child or the eligible student, the parent or eligible student may not inspect or review the portion of the record that pertains to other students.
3. If a parent or eligible student believes the educational records related to the student contain information that is inaccurate, misleading or in violation of the student’s privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in Section G of this regulation (see next section)
4. Parents and/or students may request that the district does not use a student’s Social Security Number at the time of enrollment.

APPEALS PROCEDURES

Parents or eligible students have the right to ask that education records be corrected that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of education records:

Parents or the eligible student must ask the district to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student’s privacy rights. The request should be made to the custodian of records, as designated in Section H of this regulation.

The school district will decide whether it will amend the record as requested within a reasonable time after receiving the request. If it decides not to amend the record as requested, the district will notify the parents or eligible student of the decision and inform them of their right to a hearing to challenge the content of the student’s education records on the grounds that the information included is inaccurate, misleading or in violation of the student's privacy rights.

Upon request, the school district will hold a hearing within a reasonable time after the request is received. The district will notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.

The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be offered a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The parents or student may be assisted by one or more individuals of his or her choice, including an attorney.

The school district will prepare a written decision based solely on the evidence presented at the hearing within a reasonable period after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the school district decides that the information is inaccurate, misleading or in violation of the students right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If the district discloses the contested portion of the record, it must also disclose the statement.

**LEARNING EXPERIENCES OFF-SITE**

We will be using off-site learning experiences to supplement and enrich the instructional program of the school. The trips are a privilege for students and discipline records may be reviewed before students are permitted to participate. Parents will be informed of the time, place, purpose, and special arrangements for such trips. Parents will need to sign permission forms by the prearranged deadline date so final arrangements can be made for the trip. Students should remember that they represent their school and their appearance and behavior should be a credit to Orrick Elementary. On all trips, school and bus rules, whether or not the trip occurs during school hours, remain in effect. When needed, parents may serve as chaperones on the off-site learning experiences, but no siblings are allowed to attend. In our elementary, students are required to ride the bus to and from the trip location during school hours. Students may ride home with their parent or guardian from Extra-curricular activities such as math contest and honor choir with the approval from the sponsor and a parent signature on a sign-out sheet. Check with the sponsor in charge for the sheet.

**FIRE / SEVERE WEATHER**

In an attempt to ensure the safety of our students during an emergency, we must adhere to district policy. The policy states that students are to be moved to designated “safety areas” and remain there until the all clear is given. Numerous simulations and drills are conducted throughout the school year. A continuation of policy may mean keeping students at the closing of a school day during severe weather emergencies. Children will not be permitted to leave until normal conditions exist or unless parents pick them up. In the event of a severe weather emergency, it’s critical that we keep our phone lines open for emergency services. The school district may utilize the radio, television, and the Orrick R-XI app to keep parents informed during an emergency.

**FREE AND APPROPRIATE PUBLIC EDUCATION**

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child’s third birthday through age twenty-one [21] regardless of the child’s disability. Disabilities include: learning disabilities, mental retardation, emotional disturbance, speech disorders [voice, fluency or articulation], language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped deaf/blind, autism, early childhood special education and traumatic brain injury.

Orrick Public Schools 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’s First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used for maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is accurate, misleading or violates the privacy of other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act [FERPA].

The Orrick Public School has developed a Local compliance Plan for implementation of Special Education and this plan is available for public review during the regular school hours on days school is in session in the Office of the Superintendent of Schools, 100 Kirkham, Orrick, Missouri. The Local Compliance Plan is a written narrative that describes the district’s plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirements of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one [21] who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian’s name/address; birth date and age of each child; and each child’s disability or suspected disability. Should the District fail to submit an annual census, the state Board of Education may withhold state aid until the census is submitted.

If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact the Director of Special Services, Orrick R-XI School District, 100 Kirkham, Orrick, MO 64077, (816) 770-3922.

**HAZING AND BULLYING JFCF**

**General**

In order to promote a safe learning environment for all students; the Orrick R-XI School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

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

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

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

**Definitions**

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

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

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

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**HOMELESS STUDENTS**

The Orrick R-XI School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for the education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for , or ordinarily used as , a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

The district will consider the best interest of the homeless student, with parental involvement in determining whether he or she should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student’s best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student even if he/she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him/her to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian, shall be referred to the district homeless coordinator who will carry out the dispute resolution process as expeditiously as possible.

For the purpose of this policy, “school of origin”, is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Each homeless student shall be provided services comparable to services offered to other students in the district, including but not limited to, transportation services, educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students, vocational programs and technical education, school meals programs, preschool programs, before and after school care programs, and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student’s status as homeless.

If the homeless students school of origin and temporary housing are located in the Orrick R-XI School District, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless students’ school of origin and temporary housing are located in two different school districts, the districts will equally share the responsibility and costs for transporting the student. If there are further questions please contact the high school principal who is the homeless coordinator for the district.

**INTERROGATIONS, INTERVIEWS AND SEARCHES**

**Searches By School Personnel**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

**Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

**Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

**Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

**Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

**MEDICAL**

The Orrick R-XI School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EBB&Sch=401&S=401&C=E&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

A SCHOOL NURSE IS AVAILABLE TO ASSIST YOUR CHILD WITH HANDLING ILLNESS AND INJURY. All medications will be kept in the health office according to school policy. The school assumes no responsibility for the medical treatment of students. We act in “good faith” and try to treat our kids as if they were our own.

ILLNESS AT SCHOOL

Parents will be asked to pick up their child from school in the event of illness or injury. General criteria for sending a child home would be having a temperature of 99.6 before noon and 100 in the afternoon. Complaints of general illness, vomiting, diarrhea, severe cough or suspicion of communicable disease are also considered. Students should not return until symptom free for 24 hours.

PROCEDURE FOR DISPENSING MEDICATIONS

In an effort to provide a safe environment for our students, the following procedures are in place in regards to giving medications to elementary students.

1. Children on Prescribed Medication

Medications must have written instructions from a physician stating the name of the drug, dosage to be given, times to be administered, when it’s to be discontinued and a signed authorization form by parent/guardian. (The medication label provided by the pharmacy with the doctor’s direction is sufficient.)

2. All over-the-counter medications(pain relievers, cold tablets, cough medicines, ointments are not available in the health or school office. If your child needs such drugs it must be clearly marked, with child’s name, need for the medication, and a signed authorized form by parent or guardian.

All over the counter medication and prescriptions should come in the original container. The medication should be age appropriate. Example: Will not give medication to children under the age of 12 if the container reads “Do not administer to children under the age of 12” except with a doctor’s written order.

**HEALTH CLINIC**

The Telehealth Clinic will continue to be available to students through a partnership with Health Care Collaborative of Rural Missouri. If you wish for your student to have access to the Telehealth doctor, there will be additional forms and parent permission that will need to be filled out to use the telehealth system. You can get the forms from the school nurse.

**HEALTH PROGRAM**

The health program for the district is aided by the Ray Co. Health Dept. It includes a variety of services for our school. Some of the general services are:

1. Vision test for grades K-4, 5

2. Hearing test for grades K-4, 5

3. 4th and 6th grade growth-development program

4. Dental Awareness Week, etc.

Head lice checks are done periodically with the assistance of volunteers.

**NUTRITION/LUNCH PROGRAM**

The Orrick School uses a computerized lunch program. Each student has an account and a personal ID number. We ask that students keep a POSITIVE BALANCE in their account. Students who exceed a negative balance of $20.00 or more will be denied service and will be offered an alternative lunch until the account is paid.

Students are asked to bring money or checks in an envelope with their full name and amount on it. One envelope per family is acceptable. Elementary school students can deposit their money in the drop box located in the office. We are not able to make change therefore, all the money paid into the lunch account will be deposited. At the end of the year, should a positive balance remain, we will carry over the money to the next school year or refund it after the request has been made. Students with a negative account will be issued a debit statement weekly. We ask your immediate attention to the payment of these accounts.

Free and Reduced food service applications are available in the office to those students meeting government-established guidelines. We strongly encourage parents tofill out these applications.The accounts of students on free meals will be automatically credited to maintain required confidentiality. Students on reduced meals will be required to maintain their co-pay portion in their account the same way as the full price students in order to eat.

The Orrick School offers breakfast and lunch programs to all students. Students eating breakfast should not be late for class unless their bus has been late in arrival. The cooks strive to make the meals nutritional and appealing to the students.

Breakfast is available starting at 7:55 in the cafeteria on Monday, Tuesday, Thursday and Friday; on late start Wednesday breakfast will be served at 9:30. No elementary students will be allowed a second breakfast without parental consent. Students must arrive prior to 8:10 to receive breakfast.

MEAL PRICES

**Breakfast:**  **PS-6** $1.55 **Adult** $1.85

**Lunch:** **PS-6** $2.20 7-12 $2.30 **Adult** $2.60

**Extra Milk:** $0.40

The cafeteria will offer three meal choices for school lunch; Choice A, Choice B and a salad tray. Choice A lunch is offered to all students preschool through 6th grade. Choice B lunch and the salad tray will be offered only to 4th through 6th grade students. Students in 3rd through 6th grade may purchase a la-carte items only if their student lunch account has a positive balance. Students will not be allowed to use a microwave during lunch.

If you have questions regarding your account, please call the school and the information regarding the accounts can be made available to you, or visit the parent portal site at Orrick.k12.mo.us.

Guidelines state that students are not to share or exchange their food. Meals are designed for healthy diets for one child only. Students not wanting to drink their milk may give it to another student, or the supervisor to give to another student. We must serve milk with every meal per the lunch agreement with the government.

According to board policy JHCF, **peanuts, tree nuts, and peanut products or tree nut products are prohibited in the schoo**l, including before or after-school activities. Students and teachers that violate this policy will be asked to dispose of the prohibited item(s) and may be disciplined.

Students may bring in water to keep on their desk but it must be in a closed container. Open cans, bottles, etc. may not be taken from the cafeteria to the classroom unless enclosed in a lunchbox or sack. Cans or bottles of pop may not be taken to recess or classroom.

**PARTIES and BIRTHDAY TREATS**

The Orrick R-XI School District recommends healthy eating habits for our students. We encourage families to choose items off of the USDA Smart Snack list but will also allow other foods to be brought in with the exception of soda or energy drinks. Also, food will not be allowed as a daily reward for students in the district.

Classroom parties and birthday celebrations are held in the classroom. The classroom teacher is in charge of how the parties are handled. Please contact your child’s teacher if there are any questions regarding parties or sending in birthday treats. HOME-BAKED ITEMS ARE NOT ALLOWED BY THE STATE HEALTH DEPARTMENT.

According to board policy JHCF, **peanuts, tree nuts, and peanut products or tree nut products are prohibited in the schoo**l, including before or after-school activities. These guidelines apply to foods provided for celebrations at school.

**PROGRESS REPORT-LEVELED MASTERY SCALE**

We utilize a leveled mastery scale for reporting to students and parents on the proficiency level on the individual learning standards.

4 - understand and can teach to someone

3 - I understand

2 - I understand but need support

1 - I do not understand

**PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT AC**

General Rule

The Orrick R-XI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Orrick R-XI School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.

2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.

3. Discrimination or harassment against any person because of such person’s association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

**Additional Prohibited Behavior**

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

**Consequences**

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

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children’s Division (CD) of the Department of Social Services.

**Definitions**

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

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

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

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district’s programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.

2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.

3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.

4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

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

**Compliance Officer**

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

High School Principal

100 Kirkham St., Orrick, MO 64077

(816) 770-3327

The compliance officer will:

1. Coordinate district compliance with this policy and the law.

2. Receive all grievances regarding discrimination and harassment in the Orrick R-XI School District.

3. Serve as the district’s designated Title IX and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.

4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.

5. Seek legal advice when necessary to enforce this policy.

6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.

7. Make recommendations regarding the implementation of this policy.

8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.

9. Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Elementary Principal

100 Kirkham St., Orrick, MO 64077

(816) 770-3922

**Public Notice**

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

**Reporting**

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

**Student-on-Student Harassment**

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

**Investigation**

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

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

**Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.

2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.

3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.

5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.

6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

**Grievance Process**

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

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer’s decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent’s decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board’s decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

**Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district’s attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

**PROMOTION / RETENTION OF STUDENTS**

We will be following this procedure according to board policy IKE-R to determine promotion/retention of students. We will send notices to all possible retention candidates at the end of the second quarter and will then be monitoring them for the remainder of the year. A determination of promotion will be determined at the end of the year.

**PTO (Parent-Teacher Organization)**

The Orrick Elementary PTO is a very active organization that does a lot of great things for our students. If you are interested in joining this group, please contact the school office.

**PUBLIC INFORMATION PROGRAM**

Open communication with the district's students, parents, patrons and the public in general is essential for the school district to operate effectively. The district will make a systematic effort to communicate with the public using newsletters, student handbooks, local media and the district's website.

Board policies and related documents, including current versions of district handbooks, will be posted on the district's website. School building and district report cards may be posted on the district website and will be distributed to the public as determined by the superintendent or designee. Other public information will be available in the district’s buildings or administrative offices for viewing by the public during the office's normal business hours, as required by law and in accordance with policy BDDL.

The district will utilize the local radio, newspapers and other media to publicize the district's legal obligations as required by the Individuals with Disabilities Education Act (IDEA) and by other applicable law. Notice of district meetings will be made to representatives of the news media, if requested. The superintendent or designee may adopt administrative procedures to further the goals of this policy.

**PUBLIC CONCERNS AND COMPLAINTS KL**The Orrick R-XI School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Federal Programs

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

Notice

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.

2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.

 3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.

4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.

 5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

Documentation and Release of Information

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint is first filed with DESE.

Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.

**PUBLIC PUBLICATIONS-NOTICE TO PARENTS**

Any parent or guardian that does not wish to have their child’s picture or name in any public publication of the Orrick R-XI School District should notify in writing to the elementary office. Examples of these publications are, although not limited to, district web pages, social media sites such as an Orrick School Facebook or Instagram page, public bulletin boards, the yearbook, school newspaper, and newsletters.

**RECESS / PHYSICAL EDUCATION**

K-6 students will be having recess and/or physical education daily; many times students will be going outdoors during colder weather. We ask that students dress appropriately for the weather and such activities. **Students who are not to participate in physical education class must have a note from a physician. Students that are not to go outside for recess must have a note from a parent/guardian.**

GENERAL RULES FOR RECESS:

* **Be Safe**
	+ Use equipment properly
	+ Be aware of others
* **Be Respectful**
	+ Take turns
	+ Share equipment
	+ Be fair
* **Be Responsible**
	+ Stay on the playground
	+ Take care of equipment
* **Important Notes**
	+ Students are encouraged to participate in recess. Students who need to stay in are to have notes from a parent/guardian unless for disciplinary reasons
	+ Students may not return to the building from the playground without permission of the playground supervisor.
	+ Sporting equipment from home should not be brought to school unless approved by a faculty member.
	+ Recess will be at the discretion of the playground Supervisors in cool or damp weather. Appropriate clothing and footwear must be worn during cold weather. Gloves and hats must be worn with temperatures below or near freezing temperatures.
	+ Students who do not abide by the play rules are subject to discipline by the playground supervisor. If the need arises students may be taken to the Principal.
	+ Parents who come and eat lunch with their students will not be on the playground or classroom with the students during recess.
	+ Recess is not an extension of lunch for the students. Lunch food or drink shall not be consumed during recess.

**SCHOOL HOURS**

School hours for grades PreK-6 are from 8:10 am to 3:10 pm on Monday, Tuesday, Thursday, and Friday. School begins at 10:00 EVERY Wednesday due to staff professional development. Students should not arrive before 7:50 a.m. unless supervised by a parent or prior arrangements with a teacher have been made. Office hours are 8:00 a.m. to 3:45 p.m. while school is in session. Our phone number is 770-3922. Parents should contact the office by note or phone if a change in the normal routine is to be made prior to 2:00 p.m.

**When students arrive at school, they should report to the cafeteria for breakfast (opens at 7:50), or go directly to their classrooms (after 8:00). Students arriving between 7:50 and 8:00 will have an assigned place to stand and wait inside the elementary front door.** Students must be in their classroom ready to begin their day with the tardy bell at 8:10. AFTER 8:10 the student is tardy and the parent must sign them in. Students are not to be in the school building after 3:10 unless directly supervised by an adult.

Any student that is eating breakfast will need to be in the cafeteria no later than 8:00 to ensure time to eat and not be tardy to class. Students who arrive after 8:10 may not receive a breakfast from the cafeteria. Eating breakfast is NOT an acceptable excuse for being tardy to class. A tardy from breakfast will count against their tardies and will be reflected on their grade card.

**Late start Wednesdays:**

The faculty at the Orrick School District truly appreciates the support we continue to receive in our Late Start Wednesdays Professional Learning Community time. During this time, our teachers participate in collaborative, highly engaging professional development. School begins at 10:00 a.m. each Wednesday and buses run approximately one and a half hours later than normal. We will offer a “holding tank” in the high school gym for students who need supervision beginning at 8:00. If you are using this service for your children on Wednesday mornings, please take them to the high school doors and into the gym. Breakfast will be served beginning at 9:30 on Wednesdays. Students who come to school after 9:45 on Wednesdays will not be served breakfast.

Parents who pick their children up at school should drive into the “car line” on the one way street at the entrance of our elementary school. Your child will be escorted to your vehicle in the order that you are lined up. This procedure is for your child’s safety.

**SECTION 504 PLAN**

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodations under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with IDEA satisfies the district’s obligation to provide a free and appropriate education under Section 504. If you have further questions please contact the elementary school counselor who serves as the district 504 Plan Coordinator at 816-770-3922.

**Standard Complaint Resolution Procedure for ESSA Programs**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Every Student Succeeds Act (ESSA).

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

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 by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Dear Parent or Guardian:

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.

**STANDARDS OF DRESS**

Our students should be dressed and groomed in a manner that is “Focusing on Student Success”, as our mission states. Apparel or personal appearance, which disrupts the classroom, and/or interferes with the intended function of the school, will not be considered acceptable school dress. The principal has the responsibility of interpretation regarding these extremes and teachers can report students who are in violation of the Dress Code to the principal.

AT SCHOOL

Examples of **UNACCEPTABLE** clothing choices & grooming includes, but is not limited to:

* A painted face (beyond normal makeup)
* Apparel that has wording or graphic display of items that are prohibited by law for minors to use (drug paraphernalia, alcohol, tobacco, etc.)
* Apparel with sexual innuendo and/or sexual depictions
* Apparel that **does not** cover a reasonable amount of skin (i.e. half-tops, mesh shirts, extremely low-cut shirts, shirts with only spaghetti straps or less, extremely short skirts or shorts)
* Coming to school without proper attention having been given to cleanliness
* Caps, hats, do-rags, or other head coverings
* Pajamas/pajama pants or slippers
* Wheeled shoes are not permitted.
* Some exceptions to the above list will be waived on certain school spirit days. Good judgment must still prevail.

OUTSIDE OF SCHOOL

Orrick students are a source of pride among our community and the adults who observe them in activities outside of the classroom. As representatives of the school, students are expected to live up to this pride not only with their behavior, but their appearance.

DRESS RESTRICTIONS ON OFF-SITE LEARNING EXPERIENCES.

• No ripped or torn jeans

• No casual T-Shirts (ones with messages, sayings, logos, etc.) If T-Shirts must be worn they need to be dressy.

• No clothing that would not be allowed at school (including caps and other headwear)

Exceptions may be made with teacher discretion based on the nature of the trip.

Students who do not follow this dress code will be asked to call the parent to receive a change of clothes. Isolation of the student until the change occurs will be required.

**STUDENT ALCOHOL/DRUG ABUSE JFCH**The Orrick R-XI School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy. Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

**STUDENT RECORDS JO**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and the building principals will develop a student records system, that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

**Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

**Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with law.

**Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

*General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

**Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

**Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

**Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

**SUICIDE PREVENTION**

Starting no later than 5th grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by counseling staff or in other curricula as may be appropriate.

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JHDF&Sch=401&S=401&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**SURVEYING, ANALYZING OR EVALUATING STUDENTS**

**Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teacher's manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

**Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.

2. Mental or psychological problems of the student or the student's family.

3. Sex behavior or attitudes.

4. Illegal, antisocial, self-incriminating or demeaning behavior.

5. Critical appraisals of other individuals with whom respondents have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.

7. Religious practices, affiliations or beliefs of the student or the student's parent.

8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

**Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO. The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

**TEACHING ABOUT HUMAN SEXUALITY IGAEB**

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The complete policy is located at:

[https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IGAEB&Sch=401&S=401&RevNo=1.01&C=I&Z=P](https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IGAEB&Sch=401&S=401&C=I&RevNo=1.11&T=A&Z=P&St=ADOPTED&PG=6&SN=true)

**TECHNOLOGY AND COMMUNICATION DEVICES**

The Orrick School District considers the iPads as an essential learning tool that is an integral part of our district curriculum. It is an expectation that iPads will be used on a daily basis by staff and students. Students are reminded that iPads, computers and other technology devices are the property of the school. Any information on the iPads or hard drives is property of the school district. The school retains the right to access, monitor, view, or review items on school property at any time.

**DISTRICT COMPUTER/iPad USAGE POLICY**

Students will be allowed to utilize computers/iPads for classes and class work. Students will be allowed to go online only after a Student Responsible Use and Technology Usage Agreement has been signed by the student and parent. These basic rules apply to all students at all times:

         Students should not download or copy information on our hard drive.

         Students must be supervised by an adult.

         Chat rooms or pornographic viewing is unacceptable.

         Food or drinks are not allowed in computer labs.

According to District Policy EHB, a user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district’s technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. Electronic communications, downloaded material and all data stored on the district’s technology resources, including files deleted from a user’s account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Electronic pictures or texts in student possession are considered the same as a hard-copy possession. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.  Students choosing not to follow technology guidelines will receive discipline depending upon the misbehavior. Students may be denied computer privileges at any time.

Students may print free if related to schoolwork. Personal printing will be charged at 10 cents a page. Material that is of questionable value or does not follow other school guidelines will not be printed even for a fee.

PERSONAL CELL PHONE/ELECTRONIC DEVICE POLICY – According to Board Policy EHB-AP, pagers, cell phones, personal digital assistants, iPod’s, laptop, tablets, MP3 players or any other electronic devices may be used by students during the regular school day outside of classroom.  School issued iPads will be the only device allowed during instructional time for instructional purposes specific to the classroom lesson. The Orrick School District accepts no responsibility for personal property brought to the school by students. Students who choose to bring a technology device to school assume total responsibility for the technology device. Students should take all reasonable measures to protect against the theft or damage of their personal technology device. Students are reminded that usage of electronic devices in schools poses increasing risks of misuse, such as school disruptions, bullying, criminal activity, and academic dishonesty. Student misuse of an electronic device that leads to a disruption of the educational setting will not be tolerated. If an electronic communication device is used during class time without the teachers or administrators permission, it will be considered a discipline offense and the following consequence will occur:

**First Offense:**The device will be confiscated and turned in to the office. It may be retrieved by the student at the end of the school day with a warning to follow Board Policy EHB-AP.

**Second Offense:**The device will be confiscated and turned in to the principal. It will be returned to the student upon scheduling a detention with the principal.

**Third Offense:**The device will be confiscated and the student will receive 2 after school detentions.

**Subsequent Offenses:** Continued disregard for Board Policy EHB-AP will result in consequences listed under Student Responsible Use Policy.

**The use of electronic devices in locker rooms, restrooms, or any other dressing room area is STRICTLY prohibited at ALL times.**

**TEXTBOOK USAGE STATEMENT**

Students are financially responsible for any damaged or lost books or materials purchased by the Orrick School District. This includes, but does not limit, textbooks, library books, and guided reading books.

**TOYS, VALUABLES AND ITEMS INAPPROPRIATE FOR SCHOOL**

Students are not to bring toys or other valuables to school except for educationally related activities approved by the teacher. Medically prescribed devices or assistive learning devices needed to meet 504 and/or IEP requirements will be allowed.

Items that are inappropriate for school are those items that can cause a disruption to the learning environment and serve no educational purpose. The following are examples of items that may be deemed inappropriate for school.

* Sunflower seeds, toothpicks, rubber bands, squirt guns, laser pens, etc. – these items are not permitted because of the problems caused by misuse.
* *Riding* skateboards, bikes, roller skates, scooters, shoes with wheels, and roller blades on school property is prohibited.
* Animals (We now have a policy prohibiting animals on school property)
* Video gaming devices are NOT to be used at any time outside of the before and after school hours. (including Playground and Cafeteria)

**TRANSFER OF EDUCATION RECORDS**

The district will respond to a request for records from another school district enrolling a student within (5) business days of receiving the request. However, if the student’s record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request.

**VIDEO / PHOTOGRAPHS**

Due to the use of various instructional tools and programs, it may be necessary to videotape or photograph students. Anyone within the school property may be monitored at any time. Included is the use of digital pictures for projects as well as for newsletters, student yearbooks, and use on the school website. Some parents are not comfortable with their child being photographed or included in such publications. If you wish to exclude your child from such publications, please put in writing, a request to the building principal by the first week in September stating that you do not want your child photographed for district and/or school publications.

**VISION STATEMENT**

All students will acquire knowledge and skills through authentic and engaging learning experiences that will help them become successful and independent learners.

**VISITING AT SCHOOL**

Orrick has a school policy that mandates that all visitors to check into the office to receive a visitor’s badge. All offices, throughout the building, have these passes available. Any visitor, other than everyday school staff seen in the building, will be asked to check into the office. This is for the benefit, well-being, and safety of our students. **All classroom and school visits MUST be pre-arranged with the school office**. Any parent wishing to eat lunch with their child also needs to call the office for arrangements ahead of time. Parents will not be allowed to attend recess with students. Students are encouraged to run and play with peers during this time. Parents are asked to wait by the office, not by classrooms, for students to be dismissed at the end of the day or for an early dismissal. The administration retains the right to allow or not allow such a visit.

**VOLUNTEER BACKGROUND CHECKS**

The Board of Education recognizes that community and parent volunteers make valuable contributions to the school and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. To ensure the safety of the students and confidentiality of student information the district will utilize background checks on volunteers that work with students and volunteers who participate in field trips. This process is relatively simple but it does take a considerable amount of time to receive the results of the screening. Because of the time delay in the screening process please have the background check completed well in advance of the date you would like to volunteer. The school district will pay the processing fee for each screening. The background check, once completed is good for five years. If you have already completed a background check you will not need to repeat the screening process until your five year term has expired. If you are interested in helping as a volunteer or have any questions please contact the superintendent’s office at 816-770-0094.

**WEAPONS IN SCHOOL**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921

2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo

3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).

4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.

5. Any object designed to look like or imitate a device as described in 1-4

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

For further information regarding board policies please visit the link below:

<https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=401&Sch=401>

Or visit the district website at

http://www.orrick.k12.mo.us/

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