

Oak Ridge



Elementary School

2022-2023

Student Handbook

4198 State Highway E
Oak Ridge, Missouri 63769
573-266-3232

Last Revised: 6-22-22 @ 2:00 pm

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ELEMENTARY SCHOOL FACULTY AND STAFF
2022-2023

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OAK RIDGE ELEMENTARY SCHOOL

PURPOSE

It is the purpose of the Oak Ridge Elementary School to become an Accelerated School where all of our children achieve at a high level regardless of their background. We are founded on three principles:

- *Unity of Purpose.* Members of the school community work together to develop their goals and are unified in working toward them.
- *Empowerment with Responsibility.* Members of the school community engage in shared decision making, are empowered to carry out their decisions, and are held responsible for their decisions.
- *Building on Strengths.* Members of the school community identify their strengths and build on these to accomplish their goals.

VISION STATEMENT

Oak Ridge Elementary is an Accelerated School where a climate of cooperative partnership exists among the students, parents, staff and community. We work together as a school-community to develop and implement an environment of success focused on our students as we help them to prepare for a future beyond our domain. It is our school-community's responsibility to provide the opportunity for our students to develop the skills to be lifelong learners.

- We can achieve these goals by insuring that:
- Our school-community will be united in purpose and in empowerment to make changes by actively building on the strengths of all.
- Our school-community will provide a child-centered learning environment that utilizes effective technology and an expanded curriculum that focuses on problem-solving, creative and critical thinking, communication, and literacy for all students. In this environment our students will understand that the lifelong process of learning is both a privilege and a responsibility.
- Our school-community will promote a positive climate for our students to acquire such character traits as honesty, integrity, and respect.
- Our school-community will promote an appreciation of our emerging global society where our students learn that diversity is a strength where all people from every cultural, ethnic, and racial heritage make this society stronger.
- Our school-community will provide a safe, clean, nurturing environment of ample resources and materials where caring educators will use creative techniques to encourage our students to pursue their individual talents in fine arts, athletics, interpersonal and intrapersonal skills, and unique intellects.

SCHOOL MISSION

At Oak Ridge Elementary we learn every day, dream big, and shape our students into the leaders of tomorrow.

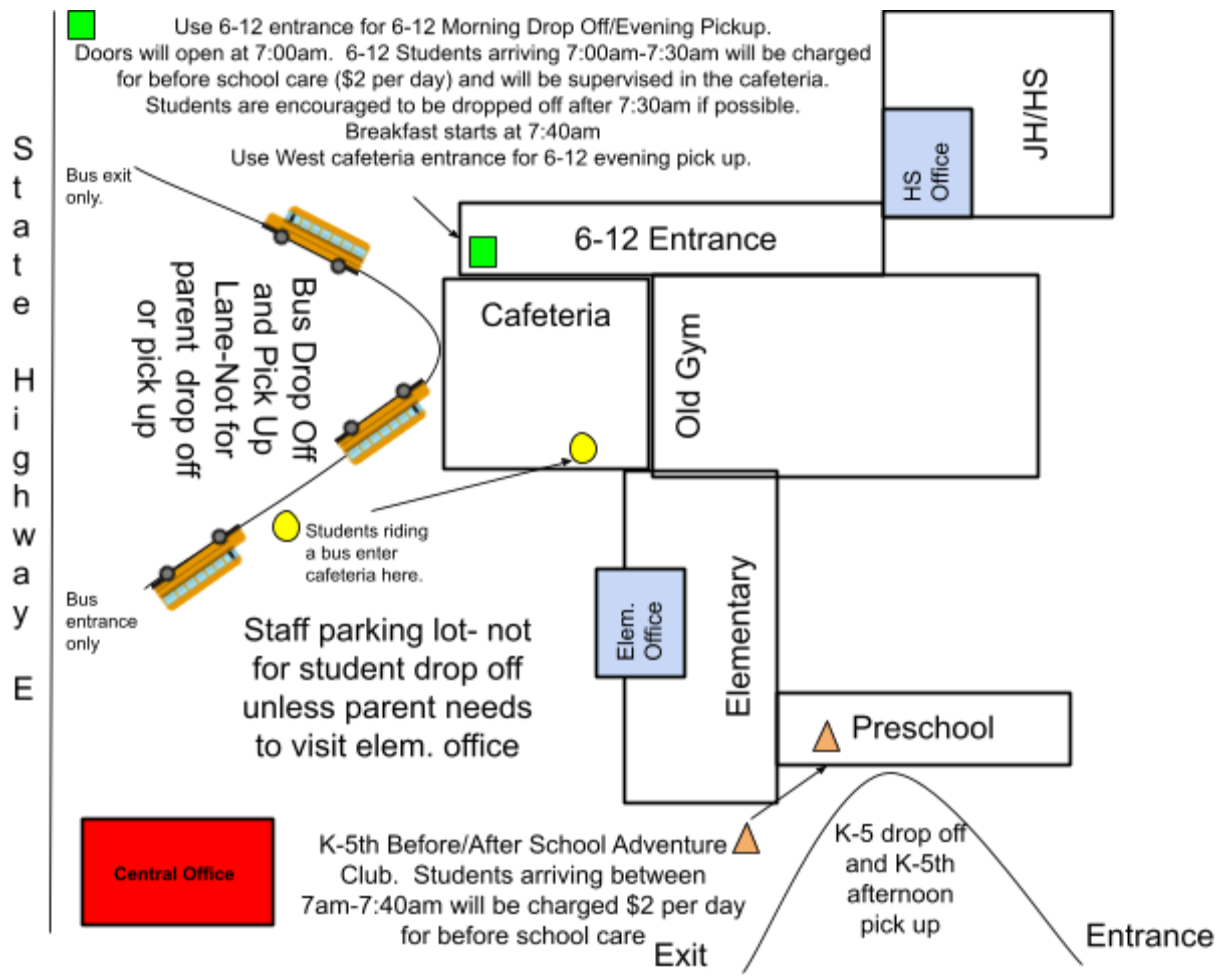
SCHOOL DAY

The school day is from **8:00 a.m. to 3:14 p.m.** ***Children should not arrive at school before 7:40 a.m.*** (since supervision is not available) **if students need to arrive earlier than 7:40 there is before care offered from 7:00-7:40 for a fee of \$2 per day. Students should depart promptly at dismissal time.** Students are to be in their classrooms prior to **8:00 am.**

Students are considered at school once they board the school bus. Should a bus arrive late to school the student is not considered absent or tardy. If a bus arrives early to school, students should report to the cafeteria to await the 7:55 a.m. bell allowing them to enter the elementary building.

ENTRANCE TO THE ELEMENTARY BUILDING

All students, guests and visitors to the elementary school are required to enter by way of the main entrance or entrance designated on the drop off/pick up map of the buildings. Guests and visitors should check in at the elementary office via the security door bell system located to the right of the doorway.



ADMISSION AND ENROLLMENT

When students are enrolled at Oak Ridge School they will need to present:

1. birth certificate (A legal birth certificate is one issued by the Bureau of Vital Statistics).
2. immunization records (In accordance with Missouri laws, all students must be properly immunized before admission to school).
3. proof of residency (property tax statement, utility bill/agreement, real estate contract/bill of sale, rental agreement/receipt.)
4. parent/guardian valid driver's license

NEW STUDENT ENROLLMENT

New students may enroll in school during the week just prior to the opening of school in August. Enrollment information may be obtained at the elementary school office during the regular school hours between 8:00 a.m. and 3:30 p.m., Monday through Friday.

KINDERGARTEN ENROLLMENT

For entrance into kindergarten, a child must be five years of age prior to August 1 of that school year. Pre-enrollment will be held each spring of the year.

SCHOOL ATTENDANCE

ELEMENTARY ATTENDANCE POLICY

Good attendance is essential to a quality education. Students are expected to attend school each day unless an emergency or illness prevents their attendance. Parents are expected to encourage their children to attend school each day. **Students may accumulate four (4) absences per semester. Students may be required to make up missed**

school instructional time after school or on Saturdays for excessive absences. In the event students continue to exhibit lack of adequate attendance, a referral to the juvenile officer may occur.

The following steps will be taken based on the number of days missed:

After Day 4: A letter will be sent home to parents informing them of their child's attendance and reminding them of the attendance procedures.

After Day 6: Students will be assigned after school detention and/or Saturday School until they drop below 4 days.

After Day 8: Parents will attend a conference with the principal and other school personnel as necessary. Attendance records and grades will be provided at the meeting along with the next steps to be taken if the student continues to be absent.

After Day 12: The student will be referred to the Juvenile Office of Southeast Missouri.

Excused absences must be documented in the school office with a note from a doctor, dentist, legal professional, funeral home, etc. Students sent home by the school nurse would also be considered to have an excused absence. When it is necessary for a student to miss school, it is **recommended** that the parent or guardian call the school on the day of the illness or emergency explaining the absence. If the parent or guardian cannot call school on the day of the absence, the student is expected to bring a note signed by the parent or guardian explaining the absence. Unexcused absences are considered truancy and include any absence (regardless of parental/guardian consent) without acceptable documentation listed above.

Beginning with the third absence each quarter (or fourth accumulated absence per semester) all unexcused absences must be made up after school on an hourly basis (five hours after school attendance will equal one full day of absence). Students with five or more hours of unexcused absences in one day will be required to make up the absence with five hours of after school attendance. After school make-up time must be completed prior to the end of the semester in which the absence occurred. **A student's attendance record and not making up unexcused absences may effect promotion to the next grade (as determined by the school administration).**

Arriving at class on time (**by 8:00am**) is also essential to a quality education. **Students who are tardy or absent for part of the school day for any unexcused reason may be required to make up that time after school.**

Parents have the right to appeal decisions regarding absences to the attendance committee.

THE IMPORTANCE OF ATTENDANCE

Regular school attendance is an important factor for students to achieve their maximum potential. Absences result in the loss of meaningful school learning experiences. Poor attendance habits formed in early years are difficult to overcome later in life.

All students are expected to attend school regularly and to be on time for classes in order to get maximum benefit from the instructional program and to develop the habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are more desirable employees after leaving school.

ARRIVING LATE OR LEAVING EARLY

Students arriving late to school must stop by the office to sign in. Parents wishing to pick up students before the close of the school day will need to sign out students in the office. At that time the student will be asked to report to the office. Students are not to leave school without checking out through the school office. Parents should pick their child up in the office. The school will not permit students to leave alone or without knowing with whom the child is leaving. Students are released only to the child's parents and those persons listed as the emergency contact in the child's records.

ABSENCE AS IT PERTAINS TO ACTIVITIES

Students who are absent on the day of an activity shall not be considered eligible to participate on that date without having cleared their absence in advance by an administrator. This applies to all activities including athletics, music, drama, art, speech, class field trips, etc.

MAKE UP WORK

If your child is absent from school and you wish to pick up homework, please follow these procedures:

1. If a brother or sister is to take the work home, he/she should go directly to the elementary office before school and request the work. Please arrange for a neighbor or friend to pick up your child's work if a brother or sister is not available at school.
2. If a parent/guardian wants to pick up the assignments, please ***CALL THE ELEMENTARY OFFICE BEFORE 8:45 a.m.*** to allow the teacher sufficient time to prepare the materials.
3. Assignments will be available for pick up in the elementary office **after 2:00 p.m.**

All students shall have the opportunity to make up work including tests, subject to the following conditions:

1. Advanced assignments: The tasks, which are assigned at least ten school days in advance, will normally be due on the day and time designated whether or not the student is present. These assignments may be brought to the teacher by parents/guardians or delivered by other means. A teacher may reduce a student's grades if advanced assignments are not on time.
2. Regular assignments: On assignments normally due the next day or within the next few days, a student shall have additional time, equal to the amount of time he/she was absent to turn in these assignments. Assignments turned in later than this may have credit reduced or may not be accepted at all by the teacher. It is a student's and parent's/guardian's responsibility to find out what work has been missed and to make arrangements for returning work to the teacher.
3. Tests: These shall be made up on the day that the student returns to school if the student chooses or the student may have additional time equal to the time he/she was absent from school to make up the test. If a student is absent for the semester exam or the final exam in a course, permission to make up the exam must be secured from an administrator. In this case, absences will be checked and a doctor's excuse may be required in individual cases to make up for the final exams missed.

WITHDRAWAL FROM SCHOOL

When a student transfers to another school, please contact the school office and complete the necessary forms. Information needed will be the name and grade of the child, the name and address of the school to which the child is transferring. This is necessary in order to send his/her school records. It is also a courtesy that you provide to our school.

Parents should notify the school office at least three days prior to leaving, if possible, to allow for the preparation of a transfer form. The following items need attention prior to the withdrawal of a student:

1. Return all school books and supplies.
2. Remove all personal items.
3. Payment of any fines, bills, or other debts owed by the student.

EMERGENCY INFORMATION

Each student is required to have the following emergency information on file in the school office:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home telephone number and parent(s) work phone number.
4. Emergency telephone number (friend or relative).
5. Physician's name and telephone number.
6. Medical Alert information.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please call the elementary school office to report address or telephone number changes.

REVIEW OF CURRICULUM

Parents, community members and other interested individuals are invited to review curriculum guides of the school district. Written input regarding the content of curriculum, or interest in curriculum committees, may be directed to the building principal.

CANCELLATION OF SCHOOL

Occasionally, it is necessary to cancel school due to inclement weather, equipment failures or public crises. Announcements of school closings will be made in a timely fashion through local television, radio, and other media. The following radio and television stations will be informed: **KFVS-TV--Cape Girardeau**, and **K103-FM RADIO--Cape Girardeau**. Parents are advised to tune in to these sources when there is doubt about school being in session. District patrons will also be notified via **Remind/Apptegy**. Please make sure the office has an updated cell phone number as well as email address so that the messages will go through in a timely manner. The announcements will be made in the evening and early morning. Do not call the Superintendent or other staff members.

PHONE CALLS

Parents may call the office to contact their child's teacher. Calls will be returned as soon as possible. Students will not be allowed to use the office phone except in the case of an emergency. They will not be allowed to use the phone for making social arrangements. Students will be encouraged not to use the phones for someone to bring their forgotten homework, lunch money, books, etc. Messages to students will be limited to emergency calls ONLY.

CELLULAR DEVICES

Students may bring cellular phones/smart watches/other devices to school at their own risk. The school is not liable for stolen, lost, or broken devices. Devices must not be visible, or worn by the student and remain off at all times. If a device interrupts the learning process, it will be taken by the teacher and given to an administrator. Parents must then pick the phone up from school.

PARTIES

Our students have two parties at school each year in the classroom. Parents can send treats but parties are for students only. These parties celebrate Halloween and Valentine's Day. Valentine Day deliveries at the school will not be delivered to classrooms and will be held in the office for parents to pick up. Parents are able to participate in the quarter celebrations at school as well as the end of the year play day.

STUDENT HONORS AND AWARDS

Elementary students are eligible to earn various honors and awards. These are presented quarterly and annually depending upon the criteria. Listed below are the criteria for each award:

QUARTERLY

Academic Accolades

Academic Accolades are considered a prestigious recognition based upon superior performance in the areas of academics, conduct and citizenship, and work and study habits. Recognition of Academic Accolades is given to those students who meet the criteria listed below.

School Excellence Honor: Students will receive the quarterly Academic Excellence Honor by achieving at least 97%-100% attendance for the quarter, have no discipline referrals for the quarter, have no missing assignments, and work that has been completed with best effort and no unsatisfactory marks.

School Achievement Honor: Students will receive the quarterly Academic Excellence Honor by achieving between 95%-97% attendance, have no discipline referrals for the quarter, have no more than one missing assignment, and work that has been completed with best effort and no unsatisfactory marks.

Attendance (Quarterly and Annually) [*subject to revision]**

Attendance awards are presented according to percentage as recorded and documented by the computerized attendance program.

ANNUALLY

Academic Excellence

To qualify for this award, recipients must:

Be a member of the Academic Excellence Honor Roll for the first three quarters of the academic year.

Academic Achievement

To qualify for this award, recipients must:

Be a member of the Academic Achievement Honor Roll for the first three quarters of the school year.

EDUCATIONAL PROGRAMS

Oak Ridge R-VI Elementary School offers a full-range of educational services for children. All students will participate in state assessments.

LEARNING RESOURCE ROOM

Children may be referred for additional help through the Learning Resource Room. This room contains educational resources and personnel to address the student's educational needs on a more individualized basis. Participation in the special education program is dependent upon meeting eligibility requirements.

SPEECH AND LANGUAGE THERAPY

The Speech and Language Clinician works with any elementary child having a speech and/or language disorder. Therapy is directed toward correction as well as the building of good speech and language skills. Participation in the special education program is dependent upon meeting eligibility requirements.

TITLE I READING

Reading Recovery and/or Early Literacy classes are available for students who qualify. The Reading Recovery teacher works individually with first grade students. The Early Literacy classes, kindergarten through third grade, consist of small groups that provide individualized instruction. The goals of these programs are to teach the students reading strategies that will enable them to read at the average of their classes.

COUNSELING

A school counselor is available for student assistance in individual settings, small groups, and in classroom settings. Activities emphasize the development of positive self-concepts by strengthening study and test-taking skills as well as skills needed in making responsible decisions.

PHYSICAL EDUCATION

Physical Education is provided for kindergarten through fifth grade students. No special uniform or extra equipment is needed for this class except tennis shoes. Tennis shoes should not have dark soles that would mark the gym floor. All students are required to participate in Physical Education unless they have a doctor's excuse or occasionally if they are ill.

ART EDUCATION

The basic skills in art are taught within the regular elementary curriculum as well as in the art education classroom. Children are encouraged to develop an appreciation for art in everyday living with emphasis placed on two-dimensional drawing techniques, painting fundamentals, the elements of design (line, color, value, shape and texture), and three-dimensional crafts.

MUSIC EDUCATION

Children are encouraged to develop an enjoyment and appreciation of all forms of music. They are taught basic music skills such as note reading, rhythm, and vocal music.

LIBRARY AND INSTRUCTIONAL MEDIA RESOURCES

The library is provided as a central resource center for pupils and teachers. All students have the opportunity to visit the library weekly. Students receive instruction in library skills and in the operation of the computers available in the library. Special programs and video-taped presentations are also available through the Satellite Network.

SCHOOL HEALTH

Basic medical services are available to students as appropriate for need. A school nurse provides both medical assistance and health care instructions focusing on wellness and prevention activities.

Alternative Methods of Instruction

The purpose of AMI (Alternative Methods of Instruction) is to provide students with continual instruction when they are not able to physically be in person at school due to district closure. Instruction will be provided to students by teachers through Google classroom, textbooks, learning packets, etc.

- Students are expected to submit lessons electronically or turn in lessons at the next date of attendance in the district to receive attendance and grade credit.
- AMI days will be communicated through social media, Remind, email and phone call/text.

CONFERENCES AND STUDENT PROGRESS REPORTS

Report cards are issued at the end of each quarter. The first and third quarters will also include a parent-teacher conference. This conference time is an opportunity for parents and teachers to evaluate a student's progress together. Although no other conferences are scheduled, parents are encouraged to contact their child's teacher by calling the school office to schedule a conference whenever the need is realized. Teachers will also contact parents for conferences as needed during the school year.

GRADING SYSTEM

The Oak Ridge R-6 Elementary will utilize standards based grading for the 2021-2022 school year and beyond. This grading system gives parents more detailed information regarding what students have and have not learned compared to a traditional letter grading system. The grading system for all subjects will comprise of the following scale for identified student expectations each quarter:

3: Meets Expectations

2: Approaching Expectations

1: Beginning To Learn Expectations

IE: Insufficient Evidence

NA: Not Assessed

HOMEWORK

Homework is an essential and necessary part of a child's educational program. This work is usually practice on skills that have already been presented by the teacher in the class. Homework assignments are primarily the student's responsibility to complete. However, parents can assist them if they have questions about how the assignment is to be done. Completed homework is generally expected to be returned the next school day. Suggestions for assisting students include providing:

1. A QUIET PLACE for study. This should be in an area of the home where distractions can be controlled and the student can work without interruptions.
2. A SET TIME for homework or study. Although the time required will vary from child to child and grade level to grade level, the routine will be much easier if it is approached as a normal expected part of their educational experience.

SAFETY DRILLS

Fire, tornado, earthquake, emergency lock-down, and other emergency drills will be conducted frequently throughout the school year to prepare our students and staff for reacting appropriately to emergency situations. Because of the recent emphasis on crisis management, we will conduct drills to instruct students how to protect themselves.

It is important that students learn the importance of listening to the person in charge during all drill situations so that this will become "second nature" should an actual emergency situation arise. We will insist upon our students observing SILENCE during all drills so that instructions can be heard and the procedures learned for the safety of all.

In the event of a disaster, your cooperation is essential in following the proper procedure for the release of students. Please keep the teacher and office informed of current data on address, employer, and emergency phone numbers.

ANNUAL ASBESTOS REPORT

As required by federal law an annual report on the condition of any asbestos in the buildings or anywhere in the school district is made to district patrons. Asbestos building materials are found in the following areas of the school:

Lower High School – floor tile and the transite of the boiler room.

Elementary building – floor tiles, 50 lin. feet of thermal system, and in the elementary ceiling.

Larron Laboratory of Cape Girardeau completed a three year reevaluation and inspection of our asbestos area. All areas were noted as being unchanged or undisturbed and in good condition in June, 2018. It is indicated that these areas in their present conditions DO NOT pose a significant risk to the occupants of the buildings. The EPA generally recommends that the best thing to do with asbestos is to leave it alone. That is what we continue to do.

HEALTH GUIDELINES

IMMUNIZATIONS:

It shall be the duty of the parents/guardians of every student entering the Oak Ridge School District to furnish evidence of immunization against poliomyelitis, rubella, rubella, mumps, tetanus, pertussis, diphtheria, hepatitis B, and measles. Students must be in compliance with state laws regarding immunizations in order for the child to attend school.

ILLNESS DURING SCHOOL

Students whose temperature is 100 degrees Fahrenheit or above and/or demonstrate other serious symptoms will not be allowed to remain in school. Parents will be contacted in the case of a serious injury. If the parent/guardian cannot be reached, the emergency number listed on the pupil's enrollment form will be called. Please be sure the enrollment form is up-to-date. Parents/Guardians picking up children at school will be required to sign them out in the elementary school office.

ILLNESS GUIDELINES:

A student is required to stay out of school the number of days recommended by the Missouri Division of Health for the prevention and control of communicable diseases unless return is accompanied by a doctor's written permission. The guidelines are as follows:

1. Chicken pox - 7 days after the appearance of rash.
2. Rubella (German Measles) - 5 days after the appearance of the rash.
3. Measles - During "cold" symptoms and until 7 days after appearance of the rash.
4. Mumps - 9 days following onset of swelling.
5. Impetigo - Until sores are healed or students are under adequate treatment.
6. Pink Eye (Conjunctivitis) - Should not attend school during the acute stages.
7. Head Lice (Live) - Immediate removal from school. The student may return the next day after treatment with proof of treatment (the entire box).
9. Scabies - Immediate removal from school. The student may return the next day after treatment with proof of treatment (end flap of container).
10. Strep Throat - Until released by a physician.
11. See Reentry Plan for COVID Guidelines

MEDICATIONS

All medications will be administered by the school nurse or someone appointed by the nurse. **Medication will not be given to students without written consent from the parent and an order from a physician.** If the medication is a prescription, the label on the prescription bottle can serve as the doctor's order. If the medication is something that you buy over the counter, it requires a written prescription from the doctor. The written prescription would be good for the rest of the current school year. At the beginning of each school year, a new prescription is required. All medication will be kept in the nurse's office in a locked cabinet. Students are not to self-administer any medication.

Diagnosis or treatment beyond first-aid procedures is not the responsibility of the school. The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

NOTE: In the case of medications prescribed to be administered three times a day, these dosages can be given at home by the parent - a dose before coming to school, a dose after school, and the final dose before bedtime.

VISION

Vision screening is done annually for students by our school nurse. Parents will be notified by our nurse if a problem is suspected. Also, any student new to our school system will be screened for possible vision problems.

HEAD LICE POLICY

The District will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside school hours. Regular school attendance is important. When this is not possible, please consult the office.

DRESS CODE

The Oak Ridge School District expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Grooming and dress contribute to good attitudes and conditions that enable students to do their best work. Students are encouraged to take pride in their appearance and avoid wearing items that distract from the normal school routine or which might be hazardous and/or interfere with a child's safety.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. Student dress that creates undue distractions will not be permitted. Suggestive, tight-fitting, distasteful, or ragged and torn clothing will not be allowed.
2. Hats and other headwear will not be permitted in the school building. Hats should be worn with the bill forward and not turned to the side or back. **Headbands should not have items that stick up from them when worn (ie..ears, unicorn horns, etc...)**
3. Shirts or tops worn by the students are to be of sufficient length as to cover completely the midsection (no skin is to be exposed). Shoulder straps must be of sufficient width as to cover the shoulder area (ex. No spaghetti straps).
4. Trousers, slacks, shorts and skirts must be worn at the waist and securely fastened. Oversized clothing must have a belt. Clothing worn with shoulder straps must be worn with the shoulder straps up as designed.
5. Biker shorts (spandex) and short shorts as outerwear will be inappropriate.
6. All students must wear shoes, boots or other types of footwear.
7. Clothing which illustrates with words or symbols statements condoning alcohol, tobacco or drug use, views concerning sexual issues, depiction of violence or profanity, or obscene gestures/pictures, is prohibited.
8. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
9. No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
10. **The administration reserves the right to restrict time limitations when students may wear shorts to school due to unseasonable temperatures. Students should not wear shorts to school during the months of November through February.**
11. Jeans with rips or tears exposing skin are prohibited and should not be worn to school.

Additional dress regulations may be imposed upon students participating in extracurricular activities. It is not possible to control or assess by written rule every possible attire and grooming issue. It is required that reasonable judgment under the general guidelines of health, safety and "disruption to educational process" be applied fairly and consistently.

When in the judgment of the principal a student's appearance or mode of dress is inappropriate, disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

SCHOOL CAFETERIAS AND MEALS

It is the goal of the Oak Ridge Public Schools' Food Services Department to become a partner in your child's education by providing nutritious, economical meals. The meals served in our school cafeterias meet the nutrient requirements of the Recommended Dietary Allowances and the Dietary Guidelines for Americans as set forth by the U.S. Department of Agriculture.

MEAL PRICES

Breakfast

The cost of an elementary student (K-5) breakfast is \$1.40/day \$7.00/week and \$.32/day and \$1.60/week for a reduced breakfast.

Lunch

The cost of an elementary student (K-5) lunch is \$2.00/day, \$10.00/week and \$.43/day and \$2.15/week for a reduced lunch.

The cost of an extra milk (or if a student brought his/her lunch) is \$.35.

FREE AND REDUCED PRICE MEALS

Free and reduced price meals are available for students from families who qualify for the program as established by the U.S. Department of Agriculture. Families may qualify for benefits under the Direct Certification Process or they may complete an application. Applications for free and reduced meal benefits are distributed at the start of school. Applications may be obtained from the school office during the school year.

In applying for these benefits, families will be required to supply complete information regarding wages and other income of all household members, whether related or not. The school district is required by law to verify a certain percentage of the applications. If you are selected for verification, you will be required to submit documentation of your household income.

PAYMENT OF MEALS

Students are encouraged to pay for their meals **in advance**, either monthly or weekly. **Please send all lunch money payments on Monday (or the first day of the week if school is not in session on Monday).** Parents should send payment (cash or check) in an envelope with the child or children's name written on the outside. **Families are encouraged to keep meal account balances current and avoid charges.** (Should there be circumstances beyond your control prohibiting current balances, contact the school administrator.) Payment can be made online via the school website under the school store tab found at the top of the page.

Include the following on the envelope:

Child's Full Name & Grade

Total amount enclosed

EXCLUSIONS

Sodas **are not allowed** during mealtime for elementary students.

STUDENT EXPECTATIONS TO AND FROM SCHOOL

- Arrive at school between 7:45 and 8:00 a.m.
- May leave school during the school day only when parents come to the office to check out the student.
- Respect private and public property.

- Use the sidewalks.
- Do not play at bus stops or in the streets.
- Go straight home after school unless you have permission from the office or teacher.

IN THE CLASSROOM

Classroom rules will be addressed in writing and verbally with the students when school starts. As a parent, look for these to come home with your child. Please acquaint yourself with these rules so that you are familiar with what is expected from your child.

IN THE SCHOOL

RESTROOMS:

- Quiet in restrooms.
- No swinging, hanging, or climbing on doors or toilets.
- Restrooms are to be kept clean.
- Students who are ill should report to the nurse or office and not remain in the restrooms.
- Good conduct is expected in the restrooms.

HALLS:

- Move through halls quietly, on the right side of the halls and stairways without touching the walls, and stay a safe distance from closed doors.
- Running is not allowed.

EXPECTATIONS IN THE CAFETERIA

The purpose of the cafeteria is to provide a place for students to eat a nutritious meal. In order for everyone to have as much time as possible to eat, students need to eat quickly and quietly. In order for lunchtime to be an enjoyable experience for all students, there are certain basic rules to be followed:

- Students should stand quietly in line while waiting to be served or waiting to go to recess.
- After receiving a tray, students are to find a place to sit. The cafeteria monitor may supervise seating arrangements.
- Students are not to share or exchange food for health reasons.
- Before leaving the lunch table, each student should pick up their area so it will be clean for the next person.
- Students may visit with those around them in a quiet voice and should observe acceptable table manners at all times. The last five minutes of the lunch period may be reserved as a quiet time to ensure that all children have an opportunity to finish their lunch.

GENERAL PLAYGROUND EXPECTATIONS

The following expectations have been established for the safety of our students. These expectations will be reviewed regularly by the teachers so they will become understood and followed by all students:

- Playground equipment and other sports equipment, such as balls or bats, are not to be used outside before school.
- Safety precautions must be observed at all times while using the playground equipment. Example: Students are to remain seated while swinging. Other children are to stay clear of the area when the swings are in use. One person per swing. K-2 students are not permitted to use the ring monkey bars. Grades 3-6 can be restricted as needed.
- Students are not allowed on top of the yellow portion of the rocket. Students are not permitted to jump from highly elevated locations.
- Fighting or wrestling are not allowed, including play fighting or wrestling.
- Bicycles, skateboards, and skates are not to be ridden on school grounds during school hours.
- Children are to treat each other with respect and kindness, and show good sportsmanship at all times.
- Dangerous objects, toys, radios, cassette players, and electronic games are not to be brought to school.
- Throwing of objects other than balls, bean bags, or other items designed for such activities will not be permitted.
- Potentially dangerous activities will not be permitted.
- Climbing in trees, on swings, or on backstops is not permitted. Students should not jump from elevated surfaces.
- Do not bounce balls off the building. Balls are to remain on asphalt or grass, not in the pea gravel.
- Stay within the boundaries of the playground. Students are not permitted beyond the row of four trees.
- Playground equipment is to be used appropriately.
- Help keep the playground clean by disposing of litter properly.
- Leave the playground only with permission of the supervisor.
- Line up quickly and quietly when the bell rings.

DISCIPLINE

All students are subject to the Disciplinary Policies of the Oak Ridge R-VI School District. Modifications may be made based upon stipulations contained in an Individual Education Program of a student as appropriate.

To maintain an orderly and safe environment that allows for the best educational opportunities for our children, appropriate student discipline is important. There are rules within our society, which help maintain proper order. School rules are

related to the unique role that the school plays within our society, but may be modified to meet age and maturity levels of the students. We will not permit any child to disrupt school in any manner to the degree that the education opportunity of other children is hindered.

The best interest of your child is always our first concern. We discourage such actions as fighting, hitting, punching, kicking, biting, or any other such behavior that might endanger the safety and well-being of any other person or persons within the school, including children and adults. These behaviors are not conducive to a proper educational environment. Name-calling, teasing, and personal humiliation are not permitted. These actions can and do prevent children from developing appropriately.

Consequences for inappropriate behavior may include:

- Conference with teacher, parent, administrators
- Loss of free time
- Detention before school, during lunch time, during recess, other times
- In-school suspension
- Loss of bus riding privilege (if bus related)
- Financial reimbursement for damages
- Corporal punishment
- Suspension from school/notification of juvenile authorities/notification of law enforcement officials
- Expulsion from school/notification of juvenile authorities/notification of law enforcement officials

STUDENT CONDUCT ON SCHOOL BUSES

The safety of students during their transportation to and from school is a responsibility for which they and their parents/guardians share with the bus drivers and school officials. The Board wants each student to know what conduct is expected when waiting for and riding on a school bus. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

Students who fail to observe these rules will be subject to disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same school day if the incident occurs in the morning; or the next morning if it occurs on the afternoon route. Failure to follow bus rules and regulations may result in suspension of the privilege of riding the bus.

Student Responsibilities for the Privilege of Riding the Bus

1. The driver is in charge and students are to obey instructions of the driver.
2. Students observe directions of the driver when crossing the street to board or on leaving the bus.
3. Classroom conduct is to be observed by students while riding the bus. (Students should be orderly enough not to distract the driver.)
4. Students should go directly to their seats and remain seated while the bus is in motion.
5. Keep head, hands and feet inside the bus.
6. Keep hands and feet off other students.
7. Students should neither purposely nor carelessly damage the bus.
8. Students should not throw objects in the bus nor out the window.
9. Students should not stand in the roadway while waiting for the bus.
10. No use of tobacco products is allowed on the bus.
11. Only eligible bus riders are permitted to ride the bus and must ride the designated buses unless approved by administration.
12. Disruptive students reported by the driver to the principal may be suspended from riding the bus.

13. Students are to be dropped off in the afternoon at the same stop they are picked up in the morning unless the principal is notified of the need for a change.
14. **Any changes in the bus route or requests for someone to ride the bus should be made in writing and approved by the principal. Students without written (and approved) requests will be sent home as usual.**
15. **Due to crowded conditions on the school buses, students should not take several friends home on the bus. Parents are asked to make other arrangements for transporting extra students when inviting children to their homes for special events.**

SCHOOL BUS SAFETY

WAITING FOR THE BUS

- Please designate a place, several feet away from the street or road, for your child to wait for the bus.
- Insist that there be no play at the bus stop. This presents the possibility of a child running in the path of a car or being injured at the bus stop.
- An adult should wait for the bus with younger students.
- Do not allow pre-school children near the bus stop. This is a safety hazard and a distraction to the bus driver.
- For the first full week of school, kindergarten students should wear their name and address tag to school.

BOARDING THE BUS

- Pupils who must cross the street to board the bus should wait for the bus to come to a complete stop and watch for the stop arm to come out on the bus. Upon signal from the driver, cross approximately ten feet in front of the bus.
- Pupils who do not cross the street to board the bus should wait at least five feet away from the street. Wait for the bus to come to a complete stop, and then upon a signal from the driver, board the bus.
- Go directly to your seat and remain seated until the bus reaches school or home. Do not change seats unless directed to do so by the driver. Always face forward.
- Talk quietly. Do not bother the driver with needless conversation. Cursing, swearing, or the use of foul or abusive language will not be allowed.
- Keep your hands and feet to yourself. No fighting or scuffling will be permitted. Do not extend any part of your body out of the window.
- Eating or drinking is not allowed on the bus. No paper or refuse is to be left on the bus or thrown in any manner.
- No student may leave the school bus at a different location than usual without written parental permission.
- Students must be on time at all bus stops. The bus cannot wait beyond its regular schedule.
- No animals, dead or alive, will be allowed on the bus.
- No glass containers will be allowed on the bus.

DEPARTING THE BUS

- Students who must cross the street after departing from the bus should always cross approximately ten feet in FRONT of the bus.
- Students that do not cross the street should depart and move quickly away from the bus. **UNDER NO CONDITION SHOULD A STUDENT EVER LEAVE THE BUS AND GO BEHIND IT, OR TRY TO RETRIEVE SOMETHING FROM UNDERNEATH THE BUS.**
- Under no condition should a student ever attempt to return to the bus after departing from the bus. Please instruct your child that if something has been forgotten on the bus, it should be reported to you upon arrival at home. Call the school office and we will try to locate the item and keep it in the office for your child.
- Students should have backpacks or folders to bring books and papers to and from school.

SUSPENSIONS FROM RIDING THE BUS

If a student cannot comply with the regulations, he/she may be denied the privilege of riding the school bus. Violations for which a student is subject to immediate suspension from the bus are:

- Smoking, lighting matches, or throwing fireworks in or at the bus.
- Having a water gun, toy gun, knives, sharp blades or other weapons on the bus.
- Using foul or abusive language.
- Damaging the bus, such as cutting seats, etc. Students will be responsible for reimbursing the school for costs of repairing this type of damage.
- Fighting on the bus.

DRUGS, ALCOHOL, TOBACCO, AND ELECTRONIC CIGARETTES/VAPING DEVICES

Oak Ridge R-VI School District does not permit the use, sale, transfer, or possession of physical or mind-altering chemicals (drugs), alcohol, or tobacco products on school property or during school-sponsored activities. Disciplinary measures will be taken should the need arise.

Oak Ridge R-VI Elementary School addresses the needs of students by implementing a drug education/prevention program that emphasizes the development of positive self-concepts and responsible decision making skills.

The Oak Ridge R-VI School District will conduct random drug searches using a trained drug dog in conjunction with local law enforcement periodically throughout the year.

PERSONAL ITEMS

The school cannot be responsible for the replacement of lost or stolen articles. Money or other valuables should be left with teachers or at the office for safe-keeping during the school day.

Mark items--coats, hats, school supplies--clearly with the student's name. If an item is missing, the student should inquire at the elementary office or the lost and found box.

In most cases personal items can be extremely distracting, may be lost or stolen, or could cause injury. Some items not allowed at school include the following:

Weapons, knives, tools, fingernail clippers, or other sharp or pointed instruments.

Cigarette lighters, matches, or other fire/spark-producing agents.

Portable radios, record players, compact disc players, tape players, and hand-held computerized games.

Athletic equipment such as hockey sticks, bats, racquets, footballs, baseballs, etc.

(Nerf, tennis, and wiffle balls will be permitted).

Various toys such as cars, trucks, dolls, etc.

CONTACTING TEACHERS AT SCHOOL

Each teacher is provided with a planning period. They may receive telephone calls at this time unless it is an emergency. It is very important to the students at Oak Ridge R-VI that teachers are not disturbed or interrupted by telephone calls. A list of the elementary faculty and their planning period times will be forwarded once the school year has begun.

NOTICE OF NONDISCRIMINATION

The Oak Ridge R-6 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Bethany Deal, 4198 State Highway E, Oak Ridge, MO 63769 573-266-3218

Mrs. Melissa Kaminsky, 504 Coordinator, 4198 State Highway E, Oak Ridge, MO 63769 573-266-3218

Dr. Bethany Deal, Title IX Coordinator Age Act Coordinator, 4198 State Highway E, Oak Ridge, MO 63769 573-266-3218

Mrs. Bethany Deal, Title II & Title VI Coordinator, 4198 State Highway E, Oak Ridge, MO 63769 573-266-3218

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

PUBLIC NOTICE

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

The Oak Ridge R-VI School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Oak Ridge R-VI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the administration office during school days from 8:00 am to 3:00 pm. This notice will be provided in native languages as appropriate.

504 Public Notice

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

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

The Oak Ridge R-VI School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedure Manual may be reviewed in the Superintendent's office on school days, 8:00 am to 3:00 pm.

This notice will be provided in native languages as appropriate.

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 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.

Standard Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

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: JECA-2 of the Oak Ridge R-VI School Board. 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 the local district of Department personnel.

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The Oak Ridge R-6 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Oak Ridge R-6 Technology Usage Handbook

Background Information

The focus of providing technology in the Oak Ridge R-6 School District is to provide current tools and resources to the 21st Century Learner students and staff. Excellence in education requires that technology be seamlessly integrated throughout the educational program. For the purposes of this document, references to a Chromebook include any district issued accessories including but not limited to ipads, chargers, and cases. Additional information regarding technology usage policies EHB, EHB-AP1, and EHB-AP2 can be found on the district's website at www.oakridger6schools.com

1.0 Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

- Students will attend an orientation session to receive their equipment and will receive a Chromebook and AC charger (district technology).
- Parents/guardians and students must sign and return the technology user agreement prior to district technology being issued to students.
- District technology will be labeled in a manner specified by the Oak Ridge R-6 School District.
- The Chromebook and district issued email account are the property of Oak Ridge R-6 and as a result may be subject to inspection at any time. The student should have **NO expectation of privacy** of materials found on a Chromebook or a school supplied or supported email service or other technology service.
- Chromebook use is subject to the Acceptable Use Policy.

1.2 District Technology at Home

- All damage must be reported to the technology department immediately and will be handled through the school district.
- In cases of theft or vandalism, a police report must be filed to accompany the claim.
- In the event of a lost or stolen device, the Oak Ridge R-6 District may deploy location software which may aid in recovering the device.
- Failure to report a stolen device in a timely manner may result in a request for compensation for the replacement cost of the device.

1.3 Returning District Technology

- Chromebooks and accessories belonging to the Oak Ridge R-6 School District will be returned during the final week of school so they may be checked for serviceability and stored. They will remain at school during the summer break.
- Students will turn in their Chromebooks, chargers, and any other district issued accessories during the final week of school. Failure to turn in a Chromebook will result in the student being charged the full replacement cost of \$320.00. (Chromebook \$239.00, Charger \$20.00)
- Students who transfer out of or withdraw from the Oak Ridge R-6 School District must turn in their Chromebook, charger, and district issued accessories to the Technology Department on their last day of attendance. Failure to do so may result in the students being charged the full \$359.00 replacement cost.

1.4 Fines Related to a Chromebook

- Chromebooks, district provided cases, and AC charger along with any other district issued accessories will be turned in to the Technology Department, when requested, in satisfactory condition. Chromebooks may be inspected for damage at any time requested. The Oak Ridge R-6 School District Administration will make the final determination of any fees assessed.

- If a student fails to return the Chromebook, the student/parent/guardian will be required to pay the replacement cost of the Chromebook/district technology.

2.0 Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook and accessories they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Department as soon as possible so that they may be repaired. District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.

2.1 General Precautions

- Chromebooks are assigned to individual students who have the sole responsibility for their care.
- Students should not lend their Chromebooks to other people including friends or siblings.
- Chromebooks should be stored vertically to avoid putting any pressure on the screen.
- Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- It is the student's responsibility to charge their Chromebooks for instruction each day.
- Chromebooks must never be left in an unsupervised area.
- While the Chromebook is considered scratch resistant, the Chromebook will scratch. Do not use any sharp object(s) on the Chromebook.
- No food or drink should be consumed while using Chromebooks.
- Never throw or slide a Chromebook.
- Cords, cables, and removable storage devices must be inserted/removed carefully into/from the Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

2.2 Carrying Chromebooks

- Always transport Chromebooks with care.
- Always hold a Chromebook with two hands.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

2.3 Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Never have a Chromebook underneath other books. Always have the Chromebook on top.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (pencils, pens, or USB drives)
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

2.4 Asset Tags

- All Chromebooks will be labeled with a District asset tag/barcode for inventory and identification purposes.
- Asset tags/barcodes may not be modified or tampered with in any way.

3.0 Using a Chromebook at School/Home

Chromebooks are intended only for educational instruction each day.

3.1 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school.

If a student has a problem with their Chromebook, report the problem to the technology department as instructed.

3.2 Screensavers/Background photos

Personalized screensavers or backgrounds are not permitted. Chromebooks and accessories are intended for school use only. Inappropriate images including but not limited to guns/weapons, inappropriate language, drug, alcohol, or gang related images are not permitted and subject to administrative disciplinary action.

3.3 Legal Propriety

- Everyone must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the Oak Ridge R-6 School District rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

3.4 Home Internet Access

- Parents/guardians are responsible for taking the necessary precautions for internet safety with your student.
- Students are allowed to connect to other wireless networks outside of school on their Chromebooks. This will assist them with Chromebook use while at home.
- Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the Chromebook and district issued email account, whether conducted at school or off site, is subject to search as it is District property.

REMINDER: The Oak Ridge R-6 School District provides internet filtering on the district's network. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

3.5 Using the Chromebook Camera

- The Chromebook comes equipped with both camera and video capacities.
- Recording devices must be used in accordance with district policy and in accordance with the law. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online.
- Appropriate use of cameras is expected at all times both at school and at home.

3.6 Network Connectivity

The Oak Ridge R-6 School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

3.7 Technology Insurance

The Oak Ridge R-6 School District offers an insurance plan for district owned technology that students and parents opt to use at home for instructional purposes. The insurance plan is \$50 for the first use and \$25 for each additional student in the household per year. This insurance covers damage caused to a chromebook, internet device such as a mobile hotspot, or a charger. This insurance does not cover the loss of a device. If a device is lost, the missing item should be reported to the district librarian immediately. This insurance doesn't cover theft. If a device is stolen, a police report should be filed and the district should be notified as outlined in the Technology At Home Handbook. If a device is broken, the broken device must be returned to the district in order to receive a replacement under this insurance policy. The \$50 insurance policy will cover the replacement of one chromebook, one hotspot, and one charger per year. If a chromebook, charger, or internet device is damaged a second time, the user will be expected to pay the cost of that item. For example, if a charger is broken, the student will get a replacement charger for free under this insurance policy. If the replacement charger is broken, the student is expected to pay the cost of the 3rd charger. At this point, the student will still have insurance on one replacement chromebook and one replacement hotspot. The replacement costs are outlined in the At Home Technology Handbook and in the chart below. This insurance is optional and is good for the academic school year in which it was purchased. The insurance does not carry over from year to year. A new policy can be purchased for \$50 each year. A \$25 down payment is expected at the time the insurance policy is purchased. The remaining \$25 must be paid within 30 days of the initial purchase date of the insurance.

ITEM	REPLACEMENT COST WITHOUT INSURANCE COVERAGE	NUMBER OF FREE REPLACEMENTS UNDER THIS INSURANCE POLICY
Chromebook	\$239	1
Charger	\$20	1
Internet Device	\$100	1



The Oak Ridge R-6 Elementary School has adopted standards-based progress reporting beginning with the 2021-2022 school year to help teachers better communicate student progress to parents. We look forward to working with you to better help our students learn. Please feel free to contact us at 573-266-3232 if you have any questions.

Standards-Based Progress Report Purpose Statement:

The purpose of the Oak Ridge R-6 School District Standards-Based Progress Report is to provide families with written communication about how the student measures up to the grade level standards and to provide them with information about the learning progress of their individual student over time.

Traditional Grading Scale Versus Standards-Based Progress Report

On many traditional report cards, students receive one letter grade for reading, math, and so on. This letter grade is assigned based on student late work point deduction, bonus points assigned at the teacher discretion, and based on the behavior or work habits of the student. On a standards-based progress report, each of these subject areas is divided into a list of skills and knowledge that students are responsible for learning by the end of the year. Students receive a separate mark for each standard. A standards-based progress report measures the achievement only and does not reflect effort, participation, late work deductions, or bonus points. It clearly reflects whether or not the student has mastered the specific skill. Effort and participation characteristics are reflected in a separate behavior checklist teachers complete for the student.

Sample Traditional Report Card

Math	A
Spelling	B-
Reading	C
Social Studies	D
Science	F

Understanding The Standards Based Progress Reporting Key

The progress report utilizes a scoring guide of:

1-Beginning to learn

2-Approaching the learning expectation

3-Meeting learning expectation

IE-Insufficient Evidence (usually the result of excessive student absences)

NA-Not Assessed

Sample Standards-Based Progress Report

Kindergarten Math				
	Q1	Q2	Q3	Q4
Student Can Count from 0-20	NA	1	2	3
Student can identify and describe two dimensional shapes	NA	NA	1	3
Student can draw a two dimensional shape	NA	1	1	3
Student can write numerals 1-10	1	1	2	3

Hazing and Bullying

General

In order to promote a safe learning environment for all students, the Oak Ridge R-VI School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conducts 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 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 distribution of 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 an 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, 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, forcing 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 try out 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 or retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying 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.

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

Adopted: 02/09/2006

Revised: 12/12/2006

Cross Ref: AC, Nondiscrimination and Anti-Harassment
GCPD, Suspension of Professional Staff Members
GCPE, Nonrenewal of Professional Staff Members
IGD, District-Sponsored Extracurricular Activities
IGDJ, Interscholastic Athletics

Leg Refs 160.775 RSMO
Oak Ridge R-VI School District, Oak Ridge, MO

BULLYING INCIDENT REPORT FORM

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

Date Filed: _____ Your Name* _____

Phone Number(s): _____

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

You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____

Name of student(s) subjected to bullying: _____

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

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

Names of Witnesses: _____

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

Signature of Complainant _____

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

This section for us of District Administration

Date Received by Principal: _____

Investigation Action taken: _____

Result of Investigation/Action taken: _____

Signature of Principal _____ Date _____