

Dear Parents, Guardians and Students:

Welcome to the Oran Elementary School and the 2023-2024 school year. We welcome back our returning students and their families, and we extend a special welcome to our new students and their families. We are anticipating an enrollment of approximately 160 students in grades K-6. We hope that your summer has been restful and that your son/daughter is ready to return with enthusiasm to learn.

The staff at Oran Elementary School wishes school to be a positive, successful, safe and rewarding experience for your child. Your support can improve the opportunities for your child. By seeing that attendance is regular, reinforcing the importance of good citizenship, expecting your child to complete assignments and communicating with us as needed, you will be demonstrating your support. The child who knows that his or her family is interested in and supports the school program will almost always have fewer problems in school and will enjoy greater success.

This handbook was prepared in hopes of attempting to answer any questions you may have concerning the school life of your child. Within these pages you will find the rules of our school, an explanation of the services we offer, and our expectations for the education of your child. We hope you will find this information useful. Please read and discuss this handbook with your child.

We take pride in our school, faculty and students at Oran. We are very excited about the upcoming school year and the teachers are working hard to plan many interesting and enriching learning experiences. We welcome any suggestions, questions or concerns you may have; please contact the office anytime. On behalf of the Oran Elementary School staff, we look forward to serving you and your child this year.

Sincerely,

Katherine Dennis, Principal  
Oran Elementary School

# Mission Statement

The mission of the Oran R-III School District is to provide students a caring education for success in our changing world.

We believe:

1. All students have inherent value and can learn.
2. All students are responsible for themselves.
3. All students deserve the opportunity to succeed.

Teachers are responsible for guiding and motivating students.

# Oran Elementary School Staff

Principal	Mrs. Katherine Dennis ( <a href="mailto:kdennis@oran.k12.mo.us">kdennis@oran.k12.mo.us</a> )
Secretary	Mrs. Janice Young ( <a href="mailto:jyoung@oran.k12.mo.us">jyoung@oran.k12.mo.us</a> )
Counselor	Mrs. Natalie Ries ( <a href="mailto:nries@oran.k12.mo.us">nries@oran.k12.mo.us</a> )
Nurse	Mrs. Virginia Nenninger ( <a href="mailto:vnenninger@oran.k12.mo.us">vnenninger@oran.k12.mo.us</a> )
Kindergarten	Mrs. Sherry Mitchem ( <a href="mailto:smitchem@oran.k12.mo.us">smitchem@</a> )
First Grade	Mrs. Jessica England ( <a href="mailto:jengland@oran.k12.mo.us">jengland@oran.k12.mo.us</a> )
Second Grade	Ms. Olivia Schlosser ( <a href="mailto:oschlosser@oran.k12.mo.us">oschlosser@oran.k12.mo.us</a> )
Third Grade	Mrs. Connie White ( <a href="mailto:cwhite@oran.k12.mo.us">cwhite@oran.k12.mo.us</a> )
Fourth Grade	Mrs. Natalie Miller ( <a href="mailto:nmiller@oran.k12.mo.us">nmiller@oran.k12.mo.us</a> )
Fifth Grade	Mrs. Nicole Ridings ( <a href="mailto:nridings@oran.k12.mo.us">nridings@oran.k12.mo.us</a> )
Sixth Grade	Mrs. Jessica Hanlon ( <a href="mailto:jhanlon@oran.k12.mo.us">jhanlon@oran.k12.mo.us</a> )
Speech	Mrs. Megan Mayhall ( <a href="mailto:mmayhall@oran.k12.mo.us">mmayhall@</a> )
Resource Teacher	Ms. Lindsey Bickings ( <a href="mailto:lbickings@oran.k12.mo.us">lbickings@oran.k12.mo.us</a> )
Title I	Mrs. Jo Schlitt ( <a href="mailto:jschlitt@oran.k12.mo.us">jschlitt@oran.k12.mo.us</a> )
Art	Mrs. Kaitlyn Schlitt ( <a href="mailto:kwittu@oran.k12.mo.us">kwittu@oran.k12.mo.us</a> )
Band/Music	Ms. Amanda Flanigan ( <a href="mailto:aflanigan@oran.k12.mo.us">aflanigan@oran.k12.mo.us</a> )
Physical Education	Mr. Joey Bickings ( <a href="mailto:jbickings@oran.k12.mo.us">jbickings@oran.k12.mo.us</a> )
Physical Education	Mr. Jonathan Simpher ( <a href="mailto:jsimpher@oran.k12.mo.us">jsimpher@oran.k12.mo.us</a> )
Teacher Aide	Mrs. Susan Dirnberger ( <a href="mailto:sdirnberger@oran.k12.mo.us">sdirnberger@oran.k12.mo.us</a> )
Teacher Aide	Mrs. Kathy Pobst ( <a href="mailto:kpobst@oran.k12.mo.us">kpobst@oran.k12.mo.us</a> )
Teacher Aide	Mrs. Malia Mitchem ( <a href="mailto:mmitchem@oran.k12.mo.us">mmitchem@oran.k12.mo.us</a> )
Teacher Aide	Mrs. Brittany Ward ( <a href="mailto:bward@oran.k12.mo.us">bward@oran.k12.mo.us</a> )
Staff Assistant	Mrs. Rachel Hawkins ( <a href="mailto:rhawkins@oran.k12.mo.us">rhawkins@oran.k12.mo.us</a> )

*If you email the school, please put something in the subject line that the teacher or office will recognize. This will ensure that your email will be opened.*





***Oran R-III School District***  
504/TITLE II  
**PUBLIC NOTICE**

The Oran R-III School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary of 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 Oran R-III School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Oran R-III School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Special Services Director's room, Monday - Friday from 8 a.m. to 3 p.m.

This notice will be provided in native languages as appropriate.

**Notice of Non-Discrimination**

The Oran R-III School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Lindsey Bickings, Special Services Coordinators  
310 Church Street, Oran MO 63771  
(573) 262-3435 ext. 341

For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that services your area, or call 1-(800)-421-3481.

## **General Information**

Superintendent of Schools  
Elementary Principal  
Elementary Secretary  
School Counselor  
Special Services Coordinators  
School Nurse  
Elementary Phone Number

Adam Friga  
Katherine Dennis  
Janice Young  
Nattie Ries  
Lindsey Bickings  
Virginia Nenninger  
**262-3435 OPT 1**

**Arrival Time:** School starts at 8:05 A.M. **No student** should arrive at school before 7:45 A.M.

Morning Bell: 8:05 A.M. Tardy Bell: 8:09 A.M.

**Dismissal Time:** Walkers and Bike Riders: 2:54 P.M.

Bus Riders: 2:59 P.M. Car Riders: 2:57 P.M.

**Office Hours:** The school office is open from 7:45 am to 4:00 pm on all school days.

**School Records:** *Birth Certificate:* Each parent/guardian should furnish proof-of-birth when a student first enrolls.

*Social Security Card:* A copy of the card or the number must be furnished when a student enrolls.

*Immunization Records:* Each child must be adequately immunized as required by Mo. Department of Health. Parents must keep Office furnished with up-to-date records.

*Emergency Procedure Card:* This is part of the online registration and must be filled out each year. This offers information as to what action the Parent wants taken in emergency situations.

**School Visitation:** We always welcome visitors to our school. We ask that each visitor first enter the elementary office so that we can welcome you. If a meeting with a teacher is required; we ask that it be scheduled through the office.

### **Parent/Teacher Organization:**

The PTO provides valuable support services to many aspects of the school's operation. You are encouraged to become involved in your child's education and school by joining the PTO. For more information contact the school office.

**Attendance:**

Oran Elementary School is responsible for teaching your child, but we cannot do our job if your child is absent. A child who misses a day of school also misses a day of learning that may never be replaced. You can help by making school a top priority. By building the habit of daily attendance, you will help your child see that school is important.

School attendance laws of the state of Missouri requires that children must attend school regularly. Regularity in attendance is essential for quality education. Even though students may make up missed assignments at home, they miss the class discussion and integration of classroom objectives, which is critical to the overall learning process. Of course, we do not want ill students to attend school, but we certainly encourage avoiding absences due to other circumstances.

If your child is going to be absent, it is of utmost importance that parents notify the elementary office at 262-3435 opt 1 before 8:00 a.m. on the morning of the absence.

**Please give the following information:**

*Name of student, grade, name of teacher, length of and reason for absence.*

When the office has not been notified of a child's absence by 9:00 A.M., the office personnel may attempt to contact parents at home and/or work to verify the child's absence. The intent of this policy is to ensure your child's safety.

Upon returning to school students are required to bring a note stating the reason for the absence. These notes are necessary for maintaining school and health records.

Parents are encouraged to pick up their child's school and homework when possible so the child will be less likely to fall behind. Please inform the office if you will be picking up work so the teacher can have it ready. Work must be picked up from the office only – not the classroom. Students will have two days to complete missed assignments. A zero will be entered for any work not returned.

If a student continues to display excessive absenteeism then the proper legal authorities will be notified. Excessive absences have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

Parents are only allowed to call in 8 times per year without Third Party documentation (Doctor, Funeral, Dentist, etc.) for the absence to be excused. Any call in absences exceeding 8 days will be unexcused. When students reach 6 unexcused absences for the year they will be referred to the juvenile office.

When absenteeism exceeds 12 days for the school year, summer school will be required as long as it is offered. Parents will be notified when absences reach 5, 7, and 9 days.

No student shall leave the school property once he/she has stepped onto school grounds prior to specified dismissal times without official permission.

**Cell Phones:** Cell phones are not allowed to be out or in use during the instructional day. The school is not responsible for theft or damage to a student's cell phone while at school.

**Tardiness:** All late-arriving K-6 students are to first report to the Elementary Office before entering the classroom. Students receiving more than 3 tardies per quarter will receive an 8<sup>th</sup> hour detention or loss of recess for each tardy.

**Contacting Teachers:** If you would like to contact your child's teacher, please either use their email address or phone the elementary office to leave voice-mail for her.

**Closing of School:** On occasion, emergencies arise which make it necessary to dismiss students during the school day. You are urged to make arrangements for your children in case no one is home to receive them.

Circumstances, which would change the school schedule, will be reported on the following stations:

Text Alerts: Southeast Missourian

Television: KFVS –12 Cape Girardeau

Radio: FM Stations – 99.3; K103 102.9; KISS FM 93.9

AM Stations – 1220

**Grading Scale:** All teachers will use the following numerical grading scale:

95 - 100 = A	A = Outstanding
90 – 94 = A-	B = Above Average
87 – 89 = B+	C = Average
83 – 86 = B	D = Below Average
80 – 82 = B-	F = Failing
77 – 79 = C+	W = Withheld (Incomplete)
73 – 76 = C	
70 – 72 = C-	
67 – 69 = D+	
63 – 66 = D	
60 – 62 = D-	
Below 60 = F	

**Homework:** Homework provides an opportunity for parents to become partners in their child's learning process. Teachers give homework to strengthen children's skills in specific areas. Please ensure that your child completes assigned homework. Failure to return assignments could result in lunch detention, eighth hour, loss of privileges or other action as deemed appropriate by the classroom teacher or principal. After an absence, your child will have two days to complete missed assignments. If after the two days, assignments are not turned in the grade will result in a zero.

**Playground/Recess:** Children should be properly clothed for daily outside play. Children are sent outside for recess whenever the weather permits. All students must go outside for recess except under special conditions.

**Student Dress:** Oran Elementary School is committed to providing a safe, friendly learning environment. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Oran School District views the Dress Code as a serious issue and expects parents to promote the observance of this policy. The building principal has the final decision as to the appropriateness of all clothing and attire. Following are the Dress Code Guidelines:

1. Hair shall be kept neat, clean, and not be distracting.
2. The wearing of shorts is allowed during appropriate weather; however, they must not be shorter than the middle of the thigh.
3. Low-cut tops, see-through clothing, muscle shirts, spaghetti straps, and shirts baring the midriff are unacceptable.
4. Writing or symbols on clothing that are obscene or suggestive of obscenities are not permitted. Messages suggestive of alcohol, substance abuse, or an unhealthy attitude toward school are not productive for a positive school environment and are also not permitted.
5. When planning activity trips, the activity sponsor should inform students as to what is acceptable dress. Failure to dress appropriately will result in losing the privilege to participate in the activity. When students are representing the school, they will be expected to dress in appropriate attire.
6. The wearing of baggy/sagging clothing will not be permitted.
7. No chains will be worn at school (other than standard jewelry) including wallets, belts, necklaces, etc.
8. Hats or other head coverings and sunglasses are not permitted inside the school building unless approved by the principal, physician, and/or school nurse. The building principal has the final decision as to the appropriateness of all clothing. Students who dress inappropriately will be sent to the office. Students will either be provided with appropriate clothing or parents will be contacted to bring clothes to the student.

### **Items Not Permitted**

**At School:** The following items are not allowed on the school property: knives (even Swiss Army Boy Scout types), weapons and/or explosives of ANY kind, cigarettes, drugs, water guns, toy guns, skate boards, baseballs (hard balls), gum, trading cards, portable radios, MP3 players or CD players, electronic games. These items, plus anything that causes problems of control at school will be taken from students. Additional consequences may be applied in accordance with the Oran R-III School District Weapons Policy.

**\*\*We also encourage you and your neighbors to keep dogs at home – dog bites can be a serious problem! Because of the risk and serious nature of dog bites, we call the dog pound whenever we have dogs on the premises.**

## **Head Lice:**

### Purpose and Scope

The purpose of this policy is to establish clear guidelines regarding the control of head lice in Oran Schools.

### Procedures

Upon identification of nits or lice on a student, the school employee shall contact the school nurse or principal designee to verify head lice. School nurse or school designee shall:

- Directly examine the hair and scalp for lice and nits, especially at the nape of the neck and around the ears.
- If live lice or nits closer than ¼ of an inch to scalp are verified, notify the student’s parent/guardian that the student needs picking up to go home for treatment.
- Reassure students that head lice are not a social disgrace and can be eliminated.
- Send home instruction sheets for lice control; “Stop head lice” and “Alternative Treatment for Head Lice”. Answer all parent/guardian questions regarding lice treatment, removal of nits and home cleaning that may cause recurrence of lice. **(Nits are head lice eggs-eggs are laid by the adult female louse and hatch in seven to ten (7-10) days from a viable nit (egg casing), which appears as a clear, graying ellipsoid, firmly attached to the hair shaft at the junction of the scalp within 1/4 “ or less. Viable eggs camouflage with pigment to match the hair color of the host. Hatched or empty casings (nits) can be distinguished by the milky white color and are easier to see. The empty nits are seen on the hair shaft further away from the scalp than the viable nits).**

### Requirement for student to return to school

- PARENT MUST ACCOMPANY STUDENT TO SCHOOL
- Upon student’s arrival at school after nits/lice identification, the school nurse or designee will examine the student’s hair and scalp.
- If a student has not been treated for lice or lice are present, the student will be sent home.
- If only nits that are more than ¼ of an inch away from the scalp and appear to be casings are present upon examination, the student may remain in school.

## **Health Services:**

A licensed school nurse is on duty. The nurse is available for consultation with parents/guardians if needed. Please alert the school nurse and teacher if your child has a health problem that may affect the child’s functioning at school. This should be done at the beginning of each year and as changes occur. This may include chronic health problems such as diabetes, asthma or epilepsy. Please promptly report to the nurse any communicable diseases such as strep throat, chicken pox, scabies or head lice. All and any information will be kept confidential.

**Please make certain to contact the School Nurse when medication has been given prior to school.**

**Illness:**

Guidelines for children remaining at home from school:

We realize that sometimes you are faced with a difficult decision as to whether or not to send your child to school if he/she is not feeling well. To assist you, read over the following guidelines. Please keep them in mind when trying to decide whether or not to keep your child home from school.

You should keep your child home from school if...

- A rash is present that has NOT been evaluated by a physician stating that the student may return to school.
- A child complains of severe, persistent pain. This child should be referred to a physician for evaluation.
- A child's temperature (taken by mouth) is above 100 degrees or 1-2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours. This also applies for students experiencing vomiting or diarrhea.
- A child shows signs of upper respiratory (cold symptoms) serious enough to interfere with the child's ability to learn. (Careful evaluation of students with a history of asthma).
- There are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes; itching, crusts on the eyelids. The child must bring in a doctor's excuse before returning to school.
- There are open sores that have not been evaluated by a physician stating that the child may return to school.
- An injury is sustained at home and requires medical treatment.

If your child develops a fever or other symptoms of illness or receives a significant injury while at school, the nurse or office personnel will notify the parent, guardian or emergency contact person. For this reason it is extremely important that the following items are on file in the principal's office. We obtain this information from the Emergency Card that is sent home at the beginning of each school year to update your child's records. If any of this information changes during the year, parents must notify the office immediately. The school must have current information in order to reach parents in case of any emergency.

**Please make certain the school has all new phone contact numbers.**

**Immunizations:**

Missouri School Immunization Laws require every child must present documentation of up-to-date immunizations with month, day and year of each immunization, before attending school. It is the parent's responsibility to provide this information to the school. Oran Schools are not bound to contact a physician's office, the Health Department, or another school requesting this information.

Students not in compliance with the following required immunizations will not be allowed to attend school until the updated immunization record is provided to the school. Immunization reports are required and monitored by The Bureau of Immunization Assessment and Assurance with the Missouri Department of Health and Senior Services.

- **DTap – 4+ doses**, the last dose on or after the 4<sup>th</sup> birthday and the last dose of pediatric Pertussis before the 7<sup>th</sup> birthday. Maximum needed: Six Doses
- **Tdap** – which contains Pertussis vaccine, is required for **students entering the 8<sup>th</sup> grade** and have not received the Td booster dose within the past two years. For grades 9-12, a Tdap or Td booster is required 10 years after the last dose of DTap, DTP, or DT. Tdap may be given at any time in the event of a Pertussis outbreak situation.
- **IPV/OPV (Polio) – 3+ doses**, the last dose must be administered on or after the 4<sup>th</sup> birthday.
- **MMR – 2 doses**, the first dose of MMR should be given on or after the 1<sup>st</sup> birthday. Any dose of measles-containing vaccine given before 12 months of age should not be counted as part of a series. Children vaccinated with a measles-containing vaccine before 12 months of age should be revaccinated with two doses of MMR vaccine, the first of which should be administered when the child is at least 12 months old.
- **Hepatitis B – 3+ doses**
- **Varicella (Chicken Pox) – 2 doses for Kindergarten and 1<sup>st</sup> grade students. One dose for grades 2-12.**

**Medications:** Whenever possible, parents should administer medication to their children at home. It is usually possible to manage medication at home (medicine prescribed three times a day can be given before school, after school and at bedtime).

Sometimes the student must have medication at school such as short-term antibiotics given four times a day, long-term medications that need to be taken at noon and PRN medications such as inhalers used to treat asthma problems. For the safety of your child, it is essential that the following be observed when medication is to be given during the school day.

1. The school must have on file a completed “medication authorization” form containing the following information: student’s name; name of medication; diagnosis; time and directions for administration; dosage and route of administration; possible side effects; termination date for administration; signature of the physician prescribing the medication; parent/guardian’s signature.
2. **Medicine must be brought to school by the parent or designated adult, in the ORIGINAL container with the following information on the label (ask the pharmacist for a separate bottle for school): student’s full name; name and dosage of medication; time and directions for administration; physician’s name; date.**
3. Medication will be taken by the student at the designated time and supervised by authorized personnel.
4. Limited quantities of the medication should be sent to school.
5. Parents must notify the school when the medication is discontinued or the dosage or time is changed. If the medication is resumed, a new order must be received.
6. New consent forms with the appropriate signatures must be received annually. Consent forms are available from the nurse’s office.

If you have any questions, please call the school nurse at 262-3435 Opt 1.

**Insurance:** Student accident insurance coverage is available to all students. Information will be sent home with your child the first week of school. If coverage is desired, applications and money should be mailed directly to the insurance broker as outlined in the letter. Participation is voluntary on the part of the parents. All claims and questions should be directed to the insurance broker.

### **Cafeteria**

**Program:** Breakfast - Serving time is 7:45 – 8:10 A.M.  
The price of lunch is \$2.10 for K-6<sup>th</sup>. Breakfast \$1.45 for K-6<sup>th</sup>. Milk only is 40¢.  
When an account reaches a \$5.00 negative balance, that student could receive an alternative meal for lunch or will be required to bring a lunch until the account is satisfied.  
Free/reduced lunch applications are part of our school's online registration. If you need a paper copy, please request one to be sent home. (The application is also part of online student registration.) If at any time during the school year, your income changes, you may want to reapply for free or reduced lunches.  
If you choose to send lunch from home, please keep in mind your child's nutritional needs.

### **Suggested Healthy**

#### **Snack/Lunch Choices:**

100% Fruit Juices	Health Valley Bars
Animal Crackers	Pretzels
Yogurts/Gogurts	Dried Fruit
Goldfish Crackers	Mozzarella Cheese Sticks
Graham/Teddy Crackers	Nutri-Grain Bars
Vanilla Wafers	Granola Bars
Low Fat Pudding Cups	Chex Mix
Low Sugar Jell-o cups	Bottled Waters
Baked Chips	Cheese and Crackers
Fruit Cups	Low Fat String Cheese
100% Frozen Juice Bars	Popcorn
Pringles	Rice Krispies Treats

\*\*For class parties and birthdays you are allowed to bring in store-bought treats such as cake, cupcakes, etc.....

### **Students Leaving**

**During Day:** Parents must come to the Elementary Office to check out a student during the school day.

### **Change in**

**Leaving School:** A request in writing is **preferred** from a parent/guardian in order for a student to go home a different way than usual. The written request must be turned into the classroom teacher at the beginning of the school day. Phone calls regarding a change will be honored in emergency cases but must be made as early in the school day as possible. *Calls made at the end of the day make it difficult to ensure student safety.*

\*Students will not be allowed to phone home and make arrangements to visit with another child after school.

**Bus Passes:**

A request in writing or phone call is required from a parent/guardian in order for a student to ride a different bus or get off at a different stop. The written request must be turned into the classroom teacher at the beginning of the school day. If a student does not have a written request, he/she must ride their assigned bus and get off at their assigned stop.

**Bicycles:**

If students choose to ride a bike to school, they are required to dismount the bike when they arrive on school property. Bicycles must be kept in the proper location. We highly recommend helmets for students using this method of transportation. Students not observing bicycle safety precautions may be asked to leave the bicycles at home. Parents will be contacted with any concerns.

**Care of School Property:**

Students are responsible for the care and upkeep of buildings, grounds, classrooms, equipment, materials and supplies, textbooks, and library books. The abuse and defacing of any school property will result in student fines and/or disciplinary actions.

**Student Responsibilities:**

- \* Each student has the responsibility to develop good work and study habits
- \* The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
- \* The student should take home any materials and information needed to complete the assignment.
- \* The student should learn to budget his/her time.
- \* The student should take advantage of study time provided during the day.
- \* It is the student's responsibility to return all work completed to the teacher by the date requested.
- \* Students should make-up all work missed during absence.

**Tips:**

- \* Set aside a specific time to do assignments.
  - \* Choose a quiet, private place free from excessive noise, interruptions and other distractions.
  - \* The study area should be well lighted and well equipped with pens, paper, ruler, dictionary, atlas, etc.
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- \* **ORGANIZE!** Successful study depends on an efficient use of time which requires organization. Use student Assignment Books to help organize your work.

\* Carefully CHECK the completed assignments.

**Bus Conduct  
Expectations:**

All students are expected to behave appropriately and safely while riding on a school bus. Unsafe behavior prevents other students from having safe transportation and drivers from doing their jobs. Riding a school bus is a privilege, which can be revoked for failure to observe the rules as outlined.

Students must:

- Follow directions of the driver
- Stay in their seat at all times, no moving from seat to seat while the bus is in motion
- Keep head, arms, feet and personal possessions in the bus
- Not push, shove, cut in, or fight at any time
- Not eat, drink, smoke or spit while on the bus
- Not throw things or use bad language
- Be respectful to other students
- Speak with an appropriate voice and tone

If a child is referred to the office because of improper behavior while riding the bus, the parent will be informed of the misbehavior, as well as the consequences. If the student is referred a second time because of misbehavior, the student will lose riding privileges for three days. It will be the parent's responsibility to ensure their child gets to and from school if removed from the bus because of misbehavior.

REMEMBER – ALL SCHOOL BUS RIDER EXPECTATIONS ARE MADE WITH SAFETY IN MIND!

**Student Behavior:** All students are expected to be courteous to everyone, and respectful of other persons and their property. The purpose of school is “to learn”. Students are expected to help keep an atmosphere where everyone has the right to learn.

**Guidelines for  
Acceptable  
Behavior:**

\* Students shall display respect toward teachers, other school personnel, and other students.

\* Students shall obey the directions of administrators, teachers, and other school personnel.

\* Students shall comply with all rules established by their classroom teacher.

\* Students shall not intentionally threaten—either through verbal or written communication, harass, assault or cause physical injury to other students, teachers, administrators or other school personnel.

\* Students shall not use violence, force, noise, coercion, intimidation, or any other conduct that might cause injury to themselves or others, or cause disruption of the academic process or of any other school function; nor should any student urge others to engage in any such disruptive conduct.

\*Students shall not misuse, damage or destroy school, personal property or the property of others.

\*Students shall dress, groom and conduct themselves so they will not disrupt or distract from the academic process of the school. Footwear and shirts shall be worn at all times. (Exceptions may be made due to special educational activities.)

\*Students riding buses shall observe the established rules and regulations on the bus for their safety and for the care of the bus.

\*Students shall play on designated playground areas and shall use playground equipment in a safe and proper manner. Students shall obey and respect the adult on duty at all times.

**Disciplinary  
Procedures  
And Actions:**

The building principal is charged with the responsibility of establishing expectations for all students and enforcing the discipline guidelines. In addition, behavioral disciplinary actions may be administered by school staff members with parent involvement, when appropriate, to remediate and/or correct unacceptable student behavior.

A violation of any school rule or regulation may result in disciplinary action, including in-school suspension, out-of-school suspension, expulsion, lunch detention, compensatory payment of damages, assigned work, loss of privileges, loss of bus privileges, and/or corporal punishment.

**Procedures:**

The following are disciplinary processes to be used by staff members who have a part or total responsibility for this action:

- Behavior expectations and written guidelines shall be provided to parents and reviewed with students at the beginning of the school year.
- When a rule is broken, a staff member will remind the student of the rule.
- Repeated offenses will result in the student's loss of privileges and a school staff member will contact a parent.
- Continued disregard, or severe violation of school rules will result in a conference that may involve parents, students, teachers, principal and/or any other parties requested by the principal to discuss further disciplinary action to be taken.

**Actions:**

The following are disciplinary, remedial, and/or corrective action processes used by responsible staff members:

- Teacher conference with student
- Principal conference with student
- Loss of privileges:

Assignment to a time-out area

Time-out in another classroom for an extended time period

Loss of special activities, such as field trips and assemblies

- Assignment to eighth hour detention (3:00-4:00 pm)
- Paddling
- In-school suspension
- Do Housekeeping chores
- Suspension (principal 1-10 days), (superintendent 1-90 days)
- Expulsion (board approved)

For serious offenses, the consequences may vary according to the severity of the offense.

- Fighting and horseplay – Action taken – paddling to suspension.
- Malicious vandalism – Action taken – payment of damages by guilty person plus disciplinary action.
- Theft – Action taken – paddling to suspension. Guilty person must return the stolen item(s).
- Display of verbal and/or non-verbal forms of disrespect. Examples are: disrespect toward teachers, profanity, profane gestures or pictures, outbursts of anger, refusal to work, etc. – Action taken – paddling to suspension.
- Defiance and blatant disregard toward established school rules, which totally disrupt the learning process – Action taken – suspension.
- Use of, possession of, or selling and/or distribution of alcoholic beverages, drugs or narcotics – Action taken – suspension.
- Use of, or possession of tobacco products – Action taken – paddling to suspension.
- Truancy – Action taken – ISS to suspension.

Note: For specific offenses, which are not listed above, the principal will determine the seriousness of the offense and the consequences that apply.

### **Harassment Policy:**

It is the policy of the Oran R-3 School District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The Oran R-3 School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of the Oran R-3 School District policy for any student, teacher, administrator, or other school personnel of this district to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this policy. It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any

third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the Oran R-3 School District. For purposes of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

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

## STUDENTS

Policy 2655  
(Form 2655)

### Discipline

#### Bullying

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

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

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

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

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

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# ORAN R-III SCHOOLS

P.O. Box 250 Oran, MO 63771  
(573) 262-2330 – Supt. (573) 262-3345 – H.S. (573) 262-3435 – ELEM.

## NOTICE TO ALL RESIDENTS OF ORAN R-3 SCHOOLS

The public school district is in the process of conducting the annual census of all children with disabilities or who are suspected of having a disability, birth through age twenty (20) who resides in the district or whose parent(s)/legal guardian(s) reside in the district. The district is required by law to conduct this Census and submit the following information to the Missouri Department of Elementary and Secondary Education: number of children with each disability; ages of the children, and their disability or suspected disability. In order to ensure that an unduplicated count is submitted, the district must collect the following information: name of each child; the parent/legal guardian's name/address; date of birth and the age of each child; and the child's disability or suspected disability. All information received by the district will be treated as confidential. Should the district fail to submit an annual census, the State Board of Education may withhold state aid from the district until the census is submitted. If you are aware of a child from birth through age twenty (20) who has a disability or suspect that a child, birth through age twenty(20) has a disability and this child or his/her parent(s)/legal guardian(s) resides in the district, please contact the district **IF THIS CHILD IS NOT CURRENTLY ATTENDING THE PUBLIC SCHOOL OR IS NOT RECEIVING SPECIAL SERVICES.**

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**If** your child has been **diagnosed** with any of the following, please assist the school in identifying students by completing and returning the following survey to school with your child.

Date: \_\_\_\_\_ Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_  
Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex of Child: M F Telephone: \_\_\_\_\_  
Name of Parent: \_\_\_\_\_  
Address: \_\_\_\_\_

Type of Handicap (Check one or more)     Autism                     Deaf/Blindness  
 Emotional Disorders                     Hearing Impairment and Deafness  
 Intellectual Disability                     Multiple Disabilities                     Orthopedic  
Impairment                     Other Health Impairment                     Specific Learning Disability(ies)  
 Speech or Language Impairment     Traumatic Brain Injury                     Visual  
Impairment/Blindness                     Young Child with a Developmental Delay

