

***Osage County R-1 School  
Chamois, MO***



***Jr. High & High School  
Student Handbook  
2024-2025***

## **Mission Statement**

*Our mission is to inspire a passion for learning  
through positive relationships, personalized experiences,  
and a focus on the future.*

## TABLE OF CONTENTS

Notice of Nondiscrimination .....	4	Online Coursework Cost .....	33
Public Notice .....	5	Honor Roll .....	33
Philosophy .....	6	Academic Letter .....	33
Wellness Plan/Policy .....	6	Band Letter .....	34
Suicide Prevention.....	6	Junior High Retention.....	34
Every Student Succeeds Complaint Procedures ...	7	Schedule Changes.....	34
Summary of Missouri Safe Schools Act.....	8	Homework .....	35
Asbestos Management Plan Availability.....	8	Teaching About Human Sexuality.....	35
Notification of Rights under PPRA .....	9	Testing Programs.....	36
Public Notice and Programs .....	10	Tutorial Program.....	37
Instructional Services – MOCAP .....	12	Library .....	37
Permission to Photograph.....	12	Supervised Agricultural Experience (S.A.E.).....	38
<b>GENERAL EMERGENCY PROCEDURES</b> ...	13	Ag / Shop Class .....	39
Designated Radio/Television Stations.....	13	Technology.....	40
Bell Tones.....	13	<b>EXTRACURRICULAR ACTIVITIES POLICY</b>	44
Fire Drill.....	14	Alcohol Breath Test.....	45
Tornado Drill.....	14	Academic – Organizational Activities.....	45
Earthquake Disaster Plan.....	14	Activity Trip Dress Code.....	45
Crisis Plan .....	14	Athletics – Sports.....	46
Lockdown Procedure.....	14	Class Dues .....	47
Bomb Threat Procedure.....	15	Junior-Senior Prom.....	47
School Messenger.....	15	School Dances .....	48
Visitors .....	15	Senior Trip.....	48
Check In/Out Procedures.....	15	<b>DISCIPLINE CODE</b> .....	49
School Day Procedures.....	15	Disciplinary Options.....	49
Enrollment .....	15	Prior Discipline Affidavits.....	50
Transferring .....	16	Discipline of Students w/ Disabilities.....	50
Release of Information .....	16	Administrative Discretion on Discipline .....	50
Legal Custody.....	17	Abuse.....	51
Alcohol Breath Test.....	17	Alcohol/Illegal Drugs/Medications.....	51
School Equipment and Obligations .....	17	Arson .....	51
Lockers .....	17	Assault .....	52
Telephone.....	18	Bullying.....	52
Cell Phone/Pagers.....	18	Cell Phones/Pagers .....	52
Copier Use.....	18	Class Disruption .....	53
Grievance Procedure .....	18	Dishonesty/Cheating/Plagiarism.....	53
Student Due Process.....	18	Disrespectful or Disruptive Conduct or Speech...	53
Complaint Procedure.....	19	Disrespectful Conduct Toward a Teacher .....	53
Illness .....	19	Dress Code.....	54
Administering Medicines to Students.....	20	Extortion.....	55
MO HealthNet for Kids Program .....	23	False Alarms.....	55
Lunch Program .....	23	Fighting.....	55
Lunch Accounts.....	23	Fireworks .....	55
Free and Reduced Meal Program .....	24	Food and Beverages.....	55
Lunch Prices .....	24	Forgery .....	56
Cafeteria Behavior.....	24	Hands Off .....	56
Hall Pass – Punch Card .....	24	Harassment .....	56
Bus Rules.....	24	Hazing .....	57
Student Driving Privileges .....	25	Indecent Exposure .....	57
<b>ACADEMIC POLICIES</b> .....	26	Lockers .....	57
Attendance Policy.....	26	Out of Bounds.....	57
Tardy .....	28	Prohibited Articles for School .....	58
Part-Time Attendance.....	28	Skip Day/Skipping Class .....	58
Academic Progress Reports.....	29	Tardy to Class.....	58
Career Day.....	30	Tattoos .....	58
Class Promotion .....	30	Technology Misconduct .....	58
Class Rank.....	30	Theft - Stealing.....	59
Foreign Exchange Student Admission Policy .....	30	Tobacco .....	59
Classroom Safety/Atmosphere .....	31	Unauthorized Entry.....	59
Classroom Code of Conduct/Contract.....	31	Vandalism.....	59
Grading Scale .....	31	Weapons .....	59
Exams .....	32	ISS Policy .....	60
Graduation Requirements.....	32	Reporting to ISS .....	60
Request for Transcript.....	33		

# *OSAGE CO. R-1 SCHOOL DISTRICT*

614 South Poplar Street  
Chamois, Missouri 65024  
Phone (573) 763-5666  
Fax (573) 763-5686

**Lyle Best**  
Superintendent

**Jeremy McKague**  
Principal

August 2024

Dear Parent or Guardian:

The Osage County R-1 School District has an Emergency Response Plan for the possibility of an incident at the Callaway Energy Center (formally known as the Callaway Nuclear Power Plant). The purpose is to ensure the safety of all students in the event of a center incident while school is in session, and it has been developed in coordination with the emergency authorities in Osage and Gasconade counties. By following the plan, we are confident that we can ensure the safety of the students in an effective and orderly manner.

Should an emergency arise at the Callaway Energy Center while your child is en route to school, on the way home from school, or at school, the following procedure will be followed:

- 1) En route to School: the bus will continue to school picking up students along the way, if they are at their pick up point.
- 2) En route to Home: the bus driver will discontinue the discharge of students and continue to the designated Reception & Care Center.
- 3) If evacuation becomes necessary, the students will be taken to either Jason Gym on the Lincoln University campus in Jefferson City or the Hermann Middle School in Hermann where they may be released to parents or guardians.

If you have any questions or wish to see a copy of the plan, please contact the school administration office at (573) 763-5666.

Sincerely,



Lyle Best  
Superintendent

# *OSAGE CO. R-1 SCHOOL DISTRICT*

614 South Poplar Street  
Chamois, Missouri 65024  
Phone (573) 763-5666  
Fax (573) 763-5686

**Lyle Best**  
Superintendent

**Jeremy McKague**  
Principal

August 2024

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Sincerely,



Lyle Best  
Superintendent

## NOTICE OF NONDISCRIMINATION

*The Osage County R-1 School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law in its programs, activities, or in employment.*

### **Definitions:**

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

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

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

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

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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities, or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities, or contact.
4. Graffiti, name calling, slurs, jokes, gestures, or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

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

The following compliance officer has been designated to address inquiries, questions, and grievances regarding the districts nondiscrimination policies:

**Superintendent**  
**614 South Poplar**  
**Chamois MO 65024**  
**(573) 763-5666**

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

**High School Principal**  
**614 South Poplar**  
**Chamois MO 65024**  
**(573) 763-5666**

## PUBLIC NOTICE

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians, and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material, and the district's website will include a statement that the Osage County R-1 School District does not discriminate in its programs, activities, facilities, or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

### Reporting

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

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

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Justice, or the Missouri Commission on Human Rights if applicable.

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
1-816-268-0550 TDD: 1-877-521-2172  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission  
Robert A. Young Federal Building  
1222 Spruce St., Rm 8.100  
St. Louis, MO 63103

U.S. Department of Justice  
Civil Rights Division  
950 Pennsylvania Ave, NW  
Disability Rights Section – NYAV  
Washington, DC 20530  
1-800-514-0301 TTY: 1-800-514-0383

Missouri Commission on Human Rights  
P.O. Box 1129  
Jefferson City, MO 65102-1129  
[mchr@dolir.mo.gov](mailto:mchr@dolir.mo.gov)

## **PHILOSOPHY**

The public schools of the State of Missouri have the responsibility to provide public education for our children. To encourage this function effectively and equitably, school authorities and parents must ensure “the maintenance of an atmosphere where orderly learning is possible and encouraged.”

Federal and state laws confer rights and freedoms to every citizen both in and out of school. At the same time, every citizen has the responsibility to respect the identical rights of others. In the school environment, these rights and responsibilities must be harmonious with the learning process.

Careful consideration has been given to the conditions necessary to make the Osage County R-1 School District a desirable place for all to attend. It must be realized that certain rules and regulations are necessary to achieve this goal. Rules that establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline code, which reflects the community’s standards and expectations for student behavior. Schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among the parents, teachers, and student.

All district personnel are responsible for the care and supervision of students and are authorized to hold every pupil strictly accountable for any disorderly conduct in school, on school grounds, on the school bus to and from school, during school-sponsored activities, or during recess period.

## **WELLNESS PLAN/POLICY**

The USDA requires that school districts notify all stakeholders the ability to participate in the development, review, update, and implementation of the Local School Wellness Policy (LWP). Stakeholders include teachers/faculty, students, parents/family, and even community members. Please contact the district office at 573-763-5666 if you wish to serve on the committee. The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

This wellness policy is located at *www.chamois.k12.mo.us*.

## **SUICIDE PREVENTION**

Suicide is the leading cause of death in youth ages 10-24 in Missouri and is a public health concern impacting all Missouri citizens. The School District is committed to maintaining a safe environment to protect the health, safety, and welfare of students.

Information can be located at <https://dese.mo.gov/college-career-readiness/school-counseling/youth-suicide-awareness-and-prevention>.



## **EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs (Title I,A,B,C,D, Title II, Title III, Title IV.A, Title V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) (Title VIII-Part C.Sec. 8304(a)(3)(C).

### **1. What is a complaint under ESSA?**

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

### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

### **3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

### **Complaints filed with LEA:**

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

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

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

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

### **Complaints filed with the Department:**

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

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

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

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

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

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
  2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
  3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
  5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
  6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
- #### **8. How are complaints related to equitable services to nonpublic school children handled differently?**
- In addition to the procedures listed in number 7 above, the complaint related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**Appeals:**

**9. How will appeals to the Department be investigated?**

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

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

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## **SUMMARY OF MISSOURI SAFE SCHOOLS ACT**

The policy of the Osage County R-1 School, in accordance with the Safe Schools Act, will not enroll any students who have been constant discipline problems in another school, or who have been convicted of, or indicated for committing any of the following: murder, assault, rape, sodomy, other sexual assault, robbery, possession or distribution of drugs, arson, kidnapping, or possession or use of a weapon (any device which when used with violent intent, can cause serious physical injury; including, but not limited to, blackjack, concealed firearms, explosive weapon, firearm, firearm silencer, gas gun, knife (except pocket knives with blades less than four inches long), knuckles, machine gun, bullets or projectiles that explode on impact, shotgun, spring gun, slingshot, switchblade knife, or any other device when used with the intent of injuring another person.

Any of the above-mentioned acts are grounds for an immediate one-year suspension, and must be reported to the appropriate law-enforcement officials. Before the student returns to school, he/she must have a readmission conference that includes school officials, including any teacher who was directly involved with the conduct that resulted in the suspension, the student, and student's parent, legal guardian, or legally appointed custodian.

The decision to enroll a student who has a history of discipline problems, suspensions, or expulsions will be made by the building principal after conferring with the principal of the other school, the student's parent(s), legal guardian, and the Osage R-1 Superintendent. Information about suspensions and expulsions will be reported to the student's teacher and other staff members who will be directly involved in the education of the student and are deemed to have a need to know the student's history.

## **ASBESTOS MANAGEMENT PLAN AVAILABILITY**

The Osage County R-1 School District is providing information to you concerning the asbestos management plans required under the Asbestos Hazard Emergency Response Act (AHERA). These plans are available for your review upon request. Copies of the plans for all buildings are located in the Superintendent's Office. Plans for individual schools are located in the main office of each building. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the school administration office at (573) 763-5666.

The asbestos management plans provide information regarding six month inspections, third year re-inspections, and response actions. Questions regarding the information contained in these management plans should be directed to the asbestos designated person (Maintenance Director) during normal business hours.

## NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
  
- *Receive* notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. **The Osage County R-1 School District will/has develop[ed] and adopt[ed]** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The **School District** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Osage County R-1 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The **School District** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20) regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the *Missouri's First Steps Program*.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and the Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention and destruction of personally identifiable information.

The Plan also describes the assurances that services are provided in compliance with the requirements of 34 CFR 76.301 of the general Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

## **PUBLIC NOTICE SURROGATE PARENT PROGRAM**

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment “parent” is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district’s surrogate parent contact person, the person responsible for the District’s Special Education Program.

## **PUBLIC COMPLAINTS**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

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

## **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

## **PROGRAMS FOR FOSTER CARE**

The Board of Education recognizes students in foster care experience mobility in and out of the foster care system and from one home placement to another that may disrupt their education, and which may create barriers to academic success and on-time graduation. The District, in collaboration with state and local agencies, will minimize or eliminate educational barriers for students in foster care, particularly in enrollment, transfer of student records, and transportation to their school of origin, where appropriate.

## **PROGRAMS FOR HOMELESS STUDENTS**

The Osage County R-1 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate student from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

## **PROGRAMS FOR MIGRANT STUDENTS**

The Board of Education of the Osage County R-1 School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

## **INSTRUCTIONAL SERVICES – MOCAP**

The District participates in the Missouri Course Access and Virtual School Program (“Program”). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12.

## **PERMISSION TO PHOTOGRAPH**

Opportunities occasionally arise whereby your student may be videotaped, audio taped, or photographed on campus by authorized individuals, such as a media representative or members of our staff. There may also be opportunities for your student’s name and/or picture to be posted on our website. Our commitment to safeguarding your student’s well-being, safety, and privacy in this regard is important to us. A parent or legal guardian must notify the District through the parent portal by completing the Media Publishing Permission Form that they **do not** want their student’s picture on our website or to be videotaped, audio taped, or photographed.

# General Emergency Procedures

Following any emergency situation:

1. **DO NOT immediately drive to the school.** Streets and access to the school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
2. **DO NOT call school.** Communication lines must remain open for emergency calls.
3. **Listen** to designated radio/TV stations for information and directions will be given at that time.
4. **Shelter.** Students will be kept at school or shelter until the crisis is determined to be over.
5. **Release.** Students will be released to parents who come to get them. If a person other than a parent comes to get a student, the building administrator will first check records to see if the person picking up the student is listed on the family emergency sheet. If there is any doubt that a parent does not want the student released, the student will be kept at school. No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect. All parents or designated parties must sign the student out. Students will be signed out at the office or temporary release station.

## **Designated Radio/Television Stations**

When school is to be closed or cancelled early due to weather or emergency situations, the official announcement for this information may be heard on the following local TV and radio stations:

### **Television**

KOMU-TV Channel 8 (NBC)  
KRCG-TV Channel 13 (CBS)  
KMIZ-TV Channel 17 (ABC)

### **Radio**

Y107-FM	106.9
KATI-FM	94.3
KCLR-FM	99.3
KLIK-AM	950
KFAL-AM	900

The district will also send a message to all parents/students via School Messenger.

## **Bell Tones**

The signals to initiate the Emergency Evacuation Procedures are as follows:

**FIRE:** Series of **SHORT TONE** signals

**TORNADO:** **CONTINUOUS** signal

**OTHER:** Announcement made over INTERCOM system for instructions.

## Fire Drill

Fire drills are important safety precautions. The School District is required to have at least two (2) fire evacuation drills per year. It is essential that when the first signal is given, everyone obeys promptly and evacuates the buildings as quickly as possible by prescribed routes posted in each room. Once outside the building, proceed to the grassy area north of the tennis court.

Classes are to remain with their teachers. **Do not return to the building until the ALL CLEAR signal is given.** Students shall walk in a single file and remain quiet and attentive so all instructions can be heard and understood. Doors are to be closed upon leaving the classroom. The teacher's grade book should be taken so roll can be taken after exiting the building.

**The signal to evacuate the building will be a series of SHORT TONE signals. The "ALL CLEAR" will be given when able to return to the building.**

## Tornado Drill

The following procedures will be used to move the students and school personnel to the area in the building offering the greatest protection. **The signal to evacuate the classrooms will be a CONTINUOUS TONE.** Upon hearing the signal, students will move single file into the designated area. The position to take for greatest safety is squatting or kneeling with hand locked at the back of the neck or head and facing the wall. Students are to keep quiet during the entire drill. Teachers are to 1) turn off lights, 2) take grade book to take roll, and 3) position students close to the wall. An "ALL CLEAR" will be given when the drill is over or the danger has passed.

## Earthquake Disaster Plan

The following policy has been adopted to handle an earthquake emergency:

- 1) In the event of an earthquake, all students will be instructed by the teacher to drop and cover.
- 2) After quaking has subsided, the teacher will lead the class in evacuating the building using the evacuation routes established for fire drills.
- 3) If these routes are blocked, alternate routes will be used.
- 4) All teachers will take their class roster (grade book) with them and evacuate to the **PLAYGROUND** where roll will be taken.
- 5) Any teacher's assigned extra duties will then complete those tasks.

## Crisis Plan

The Osage County R-1 School has implemented a "Crisis Plan" in the event of a threat to the school, death of a student/faculty member, or any other crisis. If you have any questions regarding this plan, please contact the Superintendent's Office at 763-5666.

## Lockdown Procedure

- If you hear the announcement on the intercom, "*Shelter In Place*" do not allow any student to leave your room for any reason. Even if the bell rings, the students will stay in your room. Do not let anyone into your room (except Mr. Best or Mr. McKague). If possible, lock your door and pull down your shades.
- The "all clear" signal will be the intercom announcement, "*Shelter In Place Has Ended.*" Once you hear this, you can again allow students to leave as needed.



## **Bomb Threat Procedure**

If you hear the announcement on the intercom, “*Mr. Best’s pager is missing,*” please scan your room for any unusual article that could be a bomb. Go into lockdown procedure and wait for further instructions for evacuation.

## **Visitors**

Parents are always welcome at our school, but we ask that you follow our visitor policy so that we can assure a safe-as-possible environment for our student body and staff. All parents, guardians, and visitors must check in at the Principal’s Office.

## **Check In/Out Procedures**

Any student leaving school after the 8:00 a.m. bell rings must have verbal or written permission from the parent or guardian to leave the school grounds. Students needing to leave school early must check out at the Principal’s Office prior to leaving the building. Students entering school after 8:00 a.m. must check in at the office and have verbal or written permission from the parent or guardian acknowledging the student’s absence. A student who becomes ill will be allowed to phone a parent or guardian to obtain permission to leave school.

## **School Day Procedures**

The Osage County R-1 School District has eight class periods each day. Each class period will be approximately fifty minutes in length. Breakfast is served in the cafeteria from 7:40-8:00 a.m. Classes begin at **8:00 a.m. and end at 3:42 p.m.** Students arriving before 8:00 a.m. will go directly to cafeteria for breakfast, locker, OR first-hour class. All students must be in class when the 8:00 a.m. bell rings or they will be considered tardy. Students have 3 minutes between classes to get drinks, use the restroom, and go to lockers, if necessary. The district will provide supervision between the hours of 7:35 a.m.-4:05 p.m. Students are not to be dropped off or left at school during unsupervised hours.

## **Enrollment**

New students should enroll immediately upon entering the school district. All immunizations must be current before entering the Osage County R-1 School District. All returning junior high and high school students will enroll in classes prior to the beginning of the school year. ***PLEASE INFORM THE SCHOOL OF ANY CHANGES IN ADDRESS, PHONE NUMBER, OR EMERGENCY CONTACTS AS SOON AS POSSIBLE!***

## Transferring

Any student transferring out of the district must inform the Principal's Office of their intentions as soon as possible prior to leaving the district. Students transferring out of the district will need to return all books, uniforms, equipment, and other school property. Transferring students must remove all personal property from the school and lockers. Any fines, lunch bills, or money owed to the school must be paid in full upon transfer.

## Release of Information

The Osage County R-1 School District will release to members of the public, upon request, directory information concerning any student enrolled in this district. Pursuant to the Family Education Rights and Privacy Act (FERPA), parents have the right to refuse permission for any of these categories of information to be released concerning their children.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Osage County R-1 School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

**If you do not want the Osage County R-1 School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 29, 2024 or within ten (10) school days upon enrollment.** Osage County R-1 School District has designated the following information as directory information:

The following categories are designated directory information and will be released to the public:

- Name of student
- Home address of student
- Grade level
- Date of student birth
- School sponsored, extracurricular activities, and sports in which the student participates
- Weight and height of students who are members of athletic teams
- Awards and degrees received by student

## Legal Custody

Today, schools are becoming increasingly concerned about cases involving questions of legal custody. According to the Family Rights and Privacy Act of 1974, “Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child’s parents under the Family Educational Rights and Privacy Act.” Parents who have sole custody rights must file with the school a copy of the court order. *Unless the school has such order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody.* Should you have further questions regarding this matter, please contact the school office. *If the status changes, it is the responsibility of the parents to provide us with updated court orders so that we can be responsive to the current situation.*

## Alcohol Breath Test

Any student may be requested to take an alcohol breath test at any time during the school day or at any school activity, home or away. If a student refuses to take an alcohol breath test, he/she will be considered to be under the influence of alcohol and the appropriate authorities will be contacted and appropriate steps taken as outlined in Student Discipline – Offenses. If a student tests positive for alcohol use, law enforcement and parents will be notified.

## School Equipment and Obligations

Textbooks, Chromebooks, equipment, lockers, and uniforms are provided at no cost; however, students are responsible for such items and will be charged for loss, theft, or damage to these items. If a student fails to clear any such obligation by the end of the semester, his/her report card may be held and he/she will not be issued textbooks for the new semester. Students owing library fines/fees will not be permitted to check materials out of the library until their obligations are cleared.

## Lockers (Board Policy 2150)

**School lockers are the property of the Board of Education** and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health and/or safety of students/school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances.

Lockers will be assigned to students at the beginning of each school year. Students will be assigned individual lockers only if available. There may be a need for students to share lockers. Students cannot trade, transfer, or open any locker that is not assigned to them. Any transfer must be approved by the office.

Lockers need to be closed when not in use. Only approved material or posters can be hanging inside or outside lockers. Lockers are for storing coats and school materials. The school is not responsible for articles missing from lockers. **Food and beverages are not to be stored in the locker and must be removed on a daily basis.** No loitering at other students' lockers. Students who abuse or misuse the lockers will be assessed damages and possible loss of locker privileges. Students will also be subject to discipline as outlined in the discipline section of the Student Handbook.

In order to maintain quiet halls during class time, students will only be allowed to go to their lockers during time between classes. Students going to their locker at any other time must have a written pass. These passes should be issued only when absolutely necessary.

All locks have been removed from the lockers in the high school building. Students may bring a lock of their own to secure their locker as long as a spare key is provided to the office. This key will be used by the administration to enter the locker if the need arises. If access is needed and no key is provided, the lock will be cut off.

### **Telephone**

**Students may not use the school phones before, during, or after school except in the case of an emergency or illness. Students will not be called from class to receive phone calls except in the case of an emergency.**

### **Cell Phone/Pagers**

Cell phones, pagers, etc., brought to school must be **turned off** and left in the designated spot in the office. Any student caught using a cell phone, including text messaging, having a cell phone ring/vibrate in class, or physically with them, will have the phone immediately confiscated and turned in to the office. Parents **MUST PICK UP** cell phone at the end of the day. This also includes smart watches.

### **Copier Use**

The copiers in the office and lobby are for staff/business use only! Students needing a specific copy for a class must have written permission from a teacher or staff member before using the office copiers. **Students are not allowed to pick up copies for teachers for any reason.** Anyone making personal copies will be charged 25 cents per copy.

### **Grievance Procedure**

Any student feeling that he/she has been discriminated against because of race, creed, color, sex, national origin, economic status, or disability may bring his/her complaint to the principal for resolution. If the student is not satisfied with the explanation of the principal, he/she may appeal to the superintendent, and as a last resort may request a hearing before the Board of Education. This will be handled as rapidly as possible in all situations.

### **Student Due Process**

All students will be offered due process as guaranteed by constitutional provisions. The process will be in accordance with state laws and the provisions outlined in the Board's policies and regulations on student suspension and exclusion.

Any alleged act of unfairness or any decision made by school personnel, which students, parents/legal guardians believe to be unfair or in violation of the school policies, may be appealed to the principal or superintendent or the school board.

## Complaint Procedure

Any student feeling that he/she has been dealt unfairly or discriminated against may bring their complaint to the principal. The principal shall schedule a conference with the student and staff member to attempt to resolve the problem. Parents/guardians may be involved in this meeting or another meeting may be scheduled for the parents and staff member. If the problem is not resolved to the satisfaction of the student or parents, a request may be submitted to the superintendent for a conference to consider the problem and inform those involved of the decision. If the student or parents are not satisfied with the action of the superintendent, they may request to appear before the Board of Education. The decision of the Board is final. All persons are assured they may use this procedure without reprisal.

## Illness

The parent will be notified in the event that a student becomes ill at school. A student will be sent home or should remain home with the following symptoms:

- ✓ Temperature of 100.4° or higher
- ✓ Fever free for 24 hours without medication
- ✓ Unidentified rash
- ✓ Extreme sore throat
- ✓ Persistent coughing or sneezing
- ✓ Unrelieved headache
- ✓ Nausea, vomiting, diarrhea
- ✓ Abdominal pain
- ✓ Or any other unusual behavior such as sleepiness

Students may return to school when these symptoms have disappeared or when released by a physician. Students may not attend school while afflicted with any contagious or infectious condition or disease unless released by the physician. The conditions are as follows, but are not limited to: measles, mumps, rubella, pertussis, hepatitis, chicken pox, strep throat, scabies, impetigo, conjunctivitis, ringworm, and headlice. **Please report any infectious or contagious conditions to the school immediately!** It is very important to make sure emergency contact numbers are updated with the school in the event you need to be contacted.

## **Administering Medicines to Students (PRF 2870)**

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to District procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. The Board of Education also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for identified as disabled under those laws.

### **Prescription Medication**

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis, and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

### **Over-the-Counter Medication**

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

### **Emergency Medication**

Written standing orders will be obtained annually for the administration of emergency medication.

The district stocks epinephrine medication that can be used on any student in an emergency and parents/guardians need to notify the district in writing if they do not want these medicines administered in an emergency.

### **Storage and Administration of Medication**

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription, or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge, and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

School employees who are not qualified according to standard medical practices will not be required to administer medications or medical services. Such unqualified employees who refuse to administer medications or medical services will not be subject to disciplinary action for such refusal.

### **Pre-filled Auto Syringes**

A school nurse or other school employee trained and supervised by the nurse may be authorized by the Board of Education to maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram (15/100 mg) or three tenths milligram (3/10mg) delivery at school. The school nurse shall recommend to the school board, through the superintendent, the number of pre-filled epinephrine auto syringes to be maintained at each school. Licensed school nurses have the discretion to use an epinephrine auto syringe on any student the school nurse believes is having a life threatening anaphylactic reaction based upon the nurses training in recognizing an acute episode of an anaphylactic reaction. Trained employees administering life-saving methods will be immune from civil liability for administering life-saving methods for administering a pre-filled auto syringe in good faith consistent with standard medical practices.

### **Self-Administration of Medication**

Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act of 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

1. A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;
2. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement;
5. The student's parent/guardian has signed a statement acknowledging that the district and its employees will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff (see Form 2870.1).



The authorization for the possession and self-administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self-administer such student's medication while in school, at a school sponsored activity, and in transit from school or school sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective. Information concerning the student's condition treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be easily accessible in the event of an asthma or anaphylaxis emergency. Duplicate prescribed medication, as described in this policy, will be kept in the school's nurses office and be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

### **Parent/Guardian Administration**

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

### **Exception for Potentially Harmful Administration**

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

### **Summary:**

- ✓ All prescription medication will be given at home unless specifically ordered by a physician to be administered at school.
- ✓ All medication will be given to the school nurse (or designee). Students may not leave medications in lockers. Medications must be left at the nurse's office or principal's office.
- ✓ All prescription medications must be **CLEARLY LABELED** in their original container with the physician's name, student's name, medication name, dosage, and time of administration for the dose. All prescription medication must have a written doctor's order specifying the time medication is needed to be given during school hours.
- ✓ Over-the-counter (OTC) medications must be supplied by the parent in the original container and **CLEARLY LABELED** with the student's name and dosage.
- ✓ Parent/guardian must complete the proper forms authorizing school personnel to administer medications.
- ✓ The school will not administer the first dose of any medication.
- ✓ The school will not administer any medication that exceeds the PDR dosage, even if a physician prescribes it.
- ✓ Students may not share medications with other students.
- ✓ Self-administered medication such as asthma inhalers may be carried by the student as long as proper forms are on file with the nurse's office and medication is clearly labeled.
- ✓ Medication forms must be updated and renewed **yearly**.

## MO HealthNet for Kids Program

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids Program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. Only one form per family needs to be completed (refer to Attachment K and Attachment N).

In order to qualify for this benefit program, you must be a resident of Missouri, under 19 years of age or be a primary care giver with a child under the age of 19, not covered by health insurance (including Medicaid), and a U.S. national, citizen, legal alien, or permanent resident. Program contact information: 1-888-275-5908 or mcplus@dss.mo. <https://mydss.mo.gov/>.

## Lunch Program

The Osage County R-1 School District offers both a breakfast and lunch program. Breakfast is served 7:40-8:00 a.m. every school day. Lunch is served in three shifts, according to grade level, between 11:00 a.m.–12:30 p.m. The cost is determined at the beginning of each school year. Students may purchase only one breakfast and one lunch per day. When available, ala carte items such as extra milk, sandwiches, and snacks may be purchased and charged to the students lunch account.

## Lunch Accounts

Each student is issued a *PERMANENT* lunch card, which will include an individual account number. The individual accounts track deposits made and items purchased including breakfast, lunch, milk, and ala carte items. Deposits can be made weekly or monthly whichever is most convenient for your budget. ***Please DO NOT OVERDRAW the account!*** Students are limited in the amount that can be overdrawn in their food service account to \$6.00 for free or reduced students and \$20.00 for all other students. **Students are notified if their balance is below \$2.00.** After being notified and your students account is still overdrawn, an alternate reimbursable "sack" meal will be provided and charged to your students account. To monitor your students lunch account activity, the school offers an app for your SmartPhone called "TeacherEase". Download the app and register your student at "TeacherEase"

Parents/guardians of students with negative balances will be contacted electronically, by correspondence, and/or a phone call from the District Accounting Office, or the Food Service Department.

Annually, 10 days prior to the last day of the school year, all charging will be cut off.

- Parents/guardians will be sent a written request for "payment in full."
- All charges not paid before the end of the school year will be carried forward into the next school year.
- Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

Lunch cards will be collected at the end of the school year and redistributed at the beginning of the following year. Any lunch cards that are damaged or not returned will be charged \$1 for replacement costs. Replacement cards can be bought at the office any time during the school year. If a student finds a lost lunch card, the school requests that he/she please return it to the office.

## Free and Reduced Meal Program

Free and Reduced Price Meal applications will be distributed at the beginning of each school year, or can be obtained in the office any time during the school year. Reduced price meal cost is determined at the beginning of each school year. If there are any changes in income or application information, notify the school office as soon as possible. If you have any questions about qualifications or guidelines, please contact the school office. All applications are kept confidential.

### Lunch Prices

<u>Breakfast</u>		<u>Lunch</u>	
K-12	\$1.75	K-12	\$2.65
Reduced	\$0.30	Reduced	\$0.40
Extra Milk	\$0.35	Extra Milk	\$0.35

### Cafeteria Behavior

All students are to report to the cafeteria during their scheduled lunch shift unless specific permission is granted from the principal. Proper behavior and conduct is expected both inside and outside the cafeteria at all times. Students are not to be in the parking lot or at their vehicles during lunch. After finishing their meal, students are allowed outside the cafeteria in designated areas weather permitting. Students must have permission to re-enter the cafeteria once they have left. Book bags and homework are to be left in the classroom or locker and not brought to the cafeteria. No student will be allowed beyond the hand washing sink in the kitchen area. Violations of cafeteria conduct will be addressed on an individual basis. Consequences will depend upon the student's current discipline record and seriousness of the cafeteria offense.

### Hall Pass – Punch Card

Any student out of the classroom must have a hall pass unless accompanied by a teacher, staff member, or administrator. A teacher will not issue a pass unless it is absolutely necessary. In case of an emergency, the teacher may send the student without a pass. Students may use their quarterly punch card (along with a hall pass) to use the restroom, go to locker, snack/juice machine, to get items needed for class (book, paper, pencil, etc.), to call home, conduct class business, talk to teacher, visit the office, or go to their car. Junior High students may use their punch card to turn in missing or incomplete assignments the next day. A punch card is not required for an emergency, illness/medication, or to get help from another teacher (if previously agreed by that teacher with a pass). **PUNCH CARDS MAY NOT BE USED WHEN LATE FOR SCHOOL.**

### Bus Rules

The school administration is responsible for training students to be good bus passengers and obeying rules for good discipline and safety. The following rules and regulations for students' safety will be followed. Parents/guardians are encouraged to see that their children obey these rules and regulations.

- 1) Students who misbehave on the bus, will be warned by the driver. If a student disregards this warning, a report will be filed with the principal. The principal will take the disciplinary action necessary to eliminate further misconduct on the bus. This can and will result in the students' suspension from the bus for a length of time unless conduct improves immediately. If it is a minor infraction, a specific seat will be assigned.
- 2) When students are prohibited from riding the bus, the parent is notified by the administration.
- 3) Complaints are to be filed with the school administration.

- 4) Glassware containers, knives, weapons, rocks, snowballs, and other dangerous objects are not allowed on the bus.
- 5) Students must obey directions of the bus driver when boarding or leaving the bus or at any other time when on the bus. Students who must cross the road for boarding or leaving the bus shall cross in front of the bus and only upon the signal given by the driver.
- 6) Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- 7) The bus driver has the authority to assign seats to students.
- 8) Student(s) must not stand on the roadway while waiting for the bus.
- 9) Profane or vulgar language will not be tolerated.
- 10) No tobacco, alcohol products, drugs, etc., are allowed on school buses.
- 11) Classroom conduct is to be obeyed by students at all times.
- 12) Students must not at any time extend arms or heads out of bus windows.
- 13) Students must be seated immediately upon entering the bus and not move about while the bus is in motion.
- 14) Any damage to a bus, by a student, must be paid for by the student who is responsible for the damage.
- 15) Unnecessary conversation with the driver is prohibited.
- 16) The bus driver is in complete charge and is expected to maintain order.
- 17) Nothing is to be thrown from the bus by any student.
- 18) Failure to comply with any of these regulations may result in the suspension of school bus riding privileges or detention if warranted.
- 19) The bus driver's recommendation will be followed when suspending a student from riding the bus.

**First Offense:** 3 days Suspension from riding the bus.

**Second Offense:** 10 days Suspension from riding the bus.

**Third Offense:** Suspension of bus privilege for the remainder of the year.

- 20) **Students will ride their assigned bus ONLY.** In unusual or emergency situations, parents/guardians may request to have their child picked up or dropped off at a different location by directly communicating to the building office. Students will have assigned seats (families will sit together).

### **Student Driving Privileges**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

The following is a list of rules for students who drive vehicles to school or school related activities:

- 1) Students who drive must obey all traffic and safety rules.
- 2) Students who drive to school or school related activities must have the permission of their parent/guardian.
- 3) Vehicles belonging to students must be parked in an orderly manner on the North side of the parking lot. If the North side is full, remaining students will be allowed to park on the West end of the middle row.
- 4) Students may not return to their vehicles during the school day without permission from the office.
- 5) Students' vehicles may not be *moved* after school until all buses have left the parking lot.

- 6) There will be no reckless driving, spinning tires, or improper driving procedures on school property, in front of school, or involving school activities.
- 7) Any improper driving, reckless driving, etc., by students in front of school, to and from school, or by students in work programs will be reported to law authorities.
- 8) Failure of students to observe and obey vehicle parking and driving rules shall result in the student being denied the privilege of parking on school grounds during school or school related activities.
- 9) The length of suspension of these privileges will depend upon the severity of the infraction.
- 10) Weapons, drugs, alcohol, and tobacco products or paraphernalia in student vehicles on school grounds will result in the same punishment as outlined in the discipline section of the Student Handbook.
- 11) All vehicles on school grounds may be subject to search by the administration if it is deemed necessary.
- 12) Students must sign consent and participate in the **Random Student Drug Testing Program**.
 

<b>First Offense:</b>	Suspension from parking or driving on the parking lot for 30 school days.
<b>Second Offense:</b>	Suspension from parking or driving on the parking lot for one quarter or semester.
<b>Third Offense:</b>	Suspension from parking or driving on the parking lot for the remainder of the school year or for an entire school year.

Any of the above steps may be precluded depending upon the seriousness of the offense.

## **Academic Policies**

### **Attendance Policy**

The Public School Law of Missouri 167.031 states: “Every parent, guardian, or other person in this state having charge, control, or custody of a child between the ages of six and sixteen shall cause the child to attend some day school, public, private, parochial, or parish, not less than the entire school term of the school which the child attends.” Violation of the compulsory attendance law is a class “C” misdemeanor. Penalty for violation is fine, imprisonment, or both.

The District recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. It is difficult to overemphasize the importance of being at school and being punctual.

The school system realizes that medical/dental appointments, death of a family member, and illness are legitimate reasons to receive an excused absence. **To be an excused absence, the office will need proof/verification. Ask provider for a school excuse.** Absenteeism for reasons other than these must be judged on an individual basis. College/career visits for Juniors and Seniors will be excused according to policy. **To be excused, student must provide proof of visit.** Students obtaining their driver’s permit or license are allowed **one half day** for the driver’s permit and **one half day** for driver’s license test. For attendance purposes, each period missed will count as 1/8 of a school day. **To be excused, student must provide proof. It is the student’s responsibility to turn excuses into the office upon their return. No excuses received, student will receive a detention.** Refer to CHS School Discipline Code, Available Disciplinary Options, After/Before School Detention.

**Whenever a student is absent from school, a parent must call the Principal’s Office by 10:00 AM on the day of absence. If this is not possible, on the day of return, the student must present to the Principal’s Office (before the first hour bell rings) a written excuse from the parents, which is dated and states the reason for the absence.**

The student bears the responsibility (on the first day returning from an absence) of obtaining and making up the missed assignments. Missed work will be made up in a timely manner, one day for each day of absence is allowed to make up the missed work. All unexcused absences are considered a Skip Day and will result in:

- First Offense:** 1 ASD/BSD Detention
- Second Offense:** 3 ASD/BSD Detentions
- Third Offense:** 5 ASD/BSD Detentions
- Fourth Offense:** 1 day of ISS

Requests for student's assignments must be received by the High School Office no later than 9 AM and will be available after 2:30 PM the same day only when students have been absent more than 2 consecutive days.

When a student reaches **ten (10)** or more absences, whether excused or unexcused, a letter is sent to the parents stressing the importance of attending school regularly. When a student reaches ten or more **unexcused** absences, **student will receive NO credit on assignments/tests for that day**. If the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect, a referral will be filed with the Osage County Juvenile Office. The district may/will also contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.

Students that have **ten (10)** or more absences in a school year will not be allowed to leave school during the normal school day for any school activities/trips including athletic activities. Students that have missed 10 or more days, but meet the following criteria, will be allowed to leave school for activities/trips:

1. Students must have a "C" average or above and not failing any classes.
2. Students cannot have any missing assignments or zeros on assignments during the quarter of the activities/trip.

Students that have missed **fifteen (15)** or more days will not be allowed to leave school during the normal school day for activities/trips under any circumstance. Students not allowed to leave will be given alternative assignments. **This includes senior trip and prom.**

### **Attendance Standards**

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected.
3. Medical appointments, with written appointment confirmation by medical provider. Absences are excused for appointment itself and travel to and from appointment (9:00 a.m. appointment does not constitute entire day of missed school).
4. Funeral, with written excuse from parent. The principal will require a program or other evidence of attendance as additional verification.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written confirmation from the court.
7. Visits with a parent or legal guardian who is an active duty member of the military who has been called for duty, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

### **Make-up Assignments and Tests**

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. One day for make-up work will be allowed for each day of absence. It is the responsibility of the student to obtain and return all make-up work to each teacher.

At any time, a student and parent/legal guardian may request a conference with the principal or other designated school officials to discuss the absences of that student to the attendance policy.

Any long term illness or extenuating circumstances will be handled at the discretion of the school's attendance committee (Principal, 2 Teachers, Student Council President, and Vice President). Special consideration may be given in case of hospitalization or extended illness if the student brings a written excuse from a doctor explaining the reason for the extended absence. Special consideration will also be given in case of a death in the family.

Days of student suspension are not counted as days absent for purposes of this policy. Seniors will be subject to loss of senior trip privileges in addition to loss of credit. Any loss of credit or retention due to the attendance policy can be appealed to the Board of Education. The decision of the Board of Education is final.

### **Principal's Perfect Attendance-\$100**

Attendance remains important for students, however, incentives for perfect attendance will not be used this school year.

### **Tardy**

Tardiness is defined as an unexcused appearance of a student beyond the scheduled time that class begins. Students should be seated in the classroom when the bell rings. Students who are not in the classroom when the bell rings will be sent to the office to receive a tardy slip. Teachers who detain students from reporting to class on time will give the students a pass to enter the next class. Tardiness of 30 minutes or more from class shall be considered an absence. Students will also be considered tardy if they come unprepared for class. This includes, but is not limited to, text book, assignment book, work book, assignment, or homework.

### **Part-Time Attendance**

The Osage County R-1 School District recognizes that some students may have a need to attend high school on a part-time basis. The Board of Education has established the following policy to meet the individual needs of each student. At the same time, the Board of Education establishes rules and regulations, which will preserve the discipline, health, and academic standards of the school.

#### **Eligibility**

To be eligible for part-time attendance, the student must be a resident of the Osage County R-1 School District. The student must be at least 16, but less than 21 years of age at the beginning of the semester when part-time attendance commences. The student must have completed 10<sup>th</sup> grade or a minimum of 14 units of credit. The student must have parental/custodial approval if under 18 years of age. The student must demonstrate a definite need to attend school on a part-time basis due to financial needs, health problems, vocational training in school, or on the job. A plan must also be developed for course work that will enable the student to graduate from high school at a future date. Part-time attendance will utilize the S.A.E. and School Flex Programs.

### **Application**

Applications must be obtained from the counselor or principal and returned to the principal. There will be a student/parent/principal conference to discuss the application. All applications and conferences must be completed during the time preceding the semester in which the student is enrolling in part-time attendance. The final decision will be made by the Board of Education. The student must renew the request for part-time attendance status each semester.

### **Rules and Regulations**

Part-time students are governed by the same rules and regulations that apply to regularly enrolled students. These additional requirements are necessary to maintain an educational environment conducive to learning. The minimum number of periods for which a student may be enrolled in is four. Students will be eligible for participation only in extracurricular activities, clubs, and organizations which are associated with classes in which they are enrolled. Students would be eligible to participate in the senior trip. Part-time students are permitted on campus only during class time or during extracurricular activities except with the permission of the principal. A student's part-time attendance may be revoked for infractions of the part-time attendance rules. If revoked, the parents of the student would be notified immediately.

### **School Flex Program**

Senate Bill 291 established the "School Flex Program" to create an incentive for potential dropouts to stay in school part-time and keep working toward a diploma (see Section 160.539 of [Senate Bill 291](#)). Students in grades 11 and 12 who have been identified by the school principal and the student's parent/guardian are eligible for this program. Participants in the Flex Program must: (1) attend school for at least two instructional hours per day within the district of residence; (2) pursue timely graduation; (3) provide evidence of enrollment and attendance at a college or technical school; or (4) provide evidence of employment that is aligned with the student's "career academic plan" (a personal plan of study developed in conjunction with the school district); (5) pursue regular requirements for a diploma; (6) maintain a 95% attendance rate; and (7) avoid suspension or expulsion while in the program.

School Flex participants shall be considered full-time students of the School District and shall be counted in the school's average daily attendance for state aid purposes. Guidelines for students participating in off-campus and dual enrollment programs outlined in Appendix F of the handbook, *Graduation Requirements for Students in Missouri Public Schools*. These guidelines may be helpful to schools in developing a School Flex Program.

A written career academic plan (personal plan of study) must be in place for each participating student, setting forth specific graduation and career objectives. Students may receive pay for employment that is aligned with their personal plans.

### **Academic Progress Reports**

Academic Progress Reports (Grade Cards) will be given to all students following the end of the nine-week quarter. Students will take the reports home so that the parent/guardian can review the quarterly and semester progress. The teachers are available to answer any questions that the parent may have concerning the student's grades. At mid-quarter, or four and one half weeks into each quarter, the student's progress will be reported to the parent. Teachers will fill out a progress report for a student if the student's grade is in the "D" range (69%) or lower. Occasionally, a teacher or principal may request that the parent/guardian sign the progress report and return it to school in order to verify receipt of the report and that the parent acknowledges the student's grade. Parent/teacher conferences may be scheduled anytime the parent or teacher feels the need to confer regarding a student's progress.



## Career Day

Students will be allowed one (1) career day during their Junior year and two (2) career days during their Senior year. Juniors must complete their visit by May 1 and Seniors must complete their visits by April 1. These absences will be excused and not subject to the attendance policy. On this day, the student may visit a college or university, a vocational school, or potential employer, providing he/she will adhere to the following requirements:

- The student must inform and obtain approval from the **principal and counselor** of his/her career day plans **seven (7) days prior** to the absence.
- The student will obtain assistance from a teacher, counselor, principal, or student advisor when making arrangements for the career day.
- The student must notify all of his/her teachers two (2) days prior to the career day absence. This notification will allow the student to get any assignments that will be missed. ***This is the student's responsibility!*** If the student fails to follow through with this responsibility, the student may not be allowed to make up missed assignments. This decision will be left up to the teacher.
- Upon returning the next school day after the career day absence, two (2) forms of absence verification are required: **1)** A signed excuse from the parent/guardian, verifying the student's attendance to the previously arranged career day activity, and **2)** A letter, form, or note from an official at the college, university, or employer that will attest to the student's visitation of their establishment.

## Class Promotion

In order to be promoted, students must have earned the minimum credit requirement for that grade level as follows: Freshman (promoted 8<sup>th</sup> grade), Sophomore (6), Junior (13), Senior (20). Seniors must be enrolled in enough classes to meet the 27 credit requirement for graduation.

## Class Rank

### Valedictorian and Salutatorian

The Valedictorian shall have the highest GPA of the Senior class and the Salutatorian shall have the second highest GPA of the Senior class. Any Senior who has completed eight semesters of high school are eligible for these honors.

## Foreign Exchange Student Admission Policy

- 1) An Exchange Service Representative must contact the building Principal by August 1 of the enrolling school year on the intent to enroll a foreign exchange student. Consideration for enrollment will be given to the first Exchange Service Representative to contact the school.
- 2) Sponsors of a foreign exchange student should notify the building Principal as early as possible of their intent to enroll a foreign exchange student.
- 3) All required papers and transcripts must be received before the time of enrollment.
- 4) An exchange student may be denied admittance to school based on disciplinary measures taken at any previous school.
- 5) Academic grade placement will be determined by the exchange student's age, courses they have completed, and grades earned in their country of origin.
- 6) Exchange students placed in grade 12 (Senior) will be allowed to participate in the graduation ceremonies and Senior Trip.
- 7) All exchange students who successfully complete their class work and participate in graduation will receive a "*Certificate of Attendance*".

## Classroom Safety/Atmosphere

Students may not take book bags or backpacks into the classrooms. Students will keep such items in their locker. Students may take purses or small sport bags that fit in the compartment under the desk into the classrooms. Gym bags will be stored in the gym locker rooms. Students that do not have a physical education class may request a locker in the gym. Book bags in the classrooms add to the congestion of the room, become obstacles, and may even become a safety issue which both teacher and student must work around.

## Classroom Code of Conduct

- We will not intimidate others.
- We will try to help students who are being harassed.
- We will invite students who are left out of activities to join us.
- When we know somebody is being harassed, we will tell an adult at the school and an adult at home.

## Classroom/School Contract

**As a Chamois Junior High or High School student I will:**

- Not interfere with another student's education.
- Not tease, harass, or intimidate others.
- Treat all students and staff with dignity and respect.

## Grading Scale

A = 94-100	A- = 90-93	B- = 80-83
B+ = 87-89	B = 84-86	C- = 70-73
C+ = 77-79	C = 74-76	D- = 60-63
D+ = 67-69	D = 64-66	
F = 59.99 and below		

### Standard Point Value:

Most courses carry the standard point value of A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0 toward a student GPA. Electronic grades will not be rounded.

### Weighted Point Value:

Weighted courses have been implemented to balance the difficulty of college prep courses with other scheduled courses. The following courses have been designated as weighted courses and will carry one (1) point value greater than the standard grading scale: Physics, Chemistry, Anatomy & Physiology, Calculus, Pre Calculus, Statistics, Trigonometry, English 4/AP Literature and any dual credit course. Grades in these classes will use the weighted point value of A = 5.0, B = 4.0, C = 3.0, D = 1.0, F = 0 points toward the student GPA. Any grade of D+ or below will carry the standard point value.

## Exams

All students, regardless of their attendance record, will be required to take semester and final examinations. These exams will be given in all classes the last week of each semester. No students will be allowed to “Opt Out”. Each teacher will decide what weight these exams carry in their classes. Senior final exam dates (2<sup>nd</sup> semester) will be determined by the date of graduation. Grades for all underclassmen will be mailed home.

## Graduation Requirements

The Board of Education requires all students to meet the minimum of 27 credits for graduation. All students must pass the Missouri and U.S. Constitution tests prior to graduation. The 27 credits required for graduation by the Osage County R-1 School District include the following:

### 2024 Graduation Requirements:

English – 4 units  
Social Studies – 3 units\* (1 unit of each American History, World History, and American Govt.)  
Math – 3 units (Algebra 1)  
Science – 3 units (Biology 1) (\*3 Ag credits will equal 1 science unit\*)  
Fine Art – 1 unit  
Health – 0.5 unit  
Practical Art – 1 unit (Driver’s Ed, Computer Education, Mass Media)  
Physical Education – 1 unit  
Personal Finance – 0.5 unit  
Electives – 10 units  
Required EOC Test – Algebra 1, Biology 1, English II, American Government

\*\*The Missouri Coordinating Board for Higher Education Minimum Core Curriculum allows Algebra 1 taken in the 8<sup>th</sup> grade to be counted as a high school math course/credit. Osage County R-1 requires Algebra 1 taken in the 8<sup>th</sup> grade will only be counted as a high school math credit when the student successfully completes TWO (2) of the following math courses in addition to the 8<sup>th</sup> grade Algebra 1: Algebra 2, Geometry, Pre-Calculus, Calculus, Statistics/Trigonometry.

\*\*Students are only allowed to take one Physical Education course per semester.

### **Early Graduation Requirements**

A student who has met all the graduation requirements stated by the Osage County R-1 School District in board policy 2540 is eligible for early graduation. This includes but not limited to an early graduation plan arrived at by the student, their parent(s)/guardian(s) and the school. The deadline for this plan approval is Sep 1<sup>st</sup>. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities.

### **Dual Credit**

Students may have the opportunity to enroll in dual credit courses that are offered through the district, via Instructional Television (ITV) or online courses. In addition to high school credit, students can earn college credit through an approved college or university. Students who wish to enroll for college credit must meet the admission requirements for the college or university that is granting credit. College fees vary and are the responsibility of the student and his/her parent. Students will receive one half (1/2) unit of high school credit for a three or four (3-4) college credit hour course. In addition, any dual credit course offered through the district or via ITV will be considered a weighted course. Once a dual credit class begins, the student will not be allowed to drop the course.

## **Request for Transcript**

Any requests made for a school transcript must be done in writing, stating; who is requesting transcript, where it is to be sent, and signed by the student. Students under the age of 18 must have a signed, written request from a parent or guardian.

## **Online Coursework Cost**

Students/adults not enrolled in the Osage County R-1 School District can purchase courses from our online library. Full courses will cost \$100/course, semester courses will cost \$50/semester.

## **Honor Roll**

At the end of the semester, the Honor Roll list will be compiled and released by the Principal's Office. The Honor Roll will include students who have maintained a GPA of 3.0 or better on a 4.0 grading scale (a grade B average or better). Students with a grade of D+ or below for the semester are not eligible for the Honor Roll.

### **Honor Roll with Distinction**

4.0 GPA

### **Honor Roll**

3.0 GPA

### **Honors Program for Osage Co. R-1 High School**

In order to recognize and acknowledge our most successful at graduation, CHS will be using the Cum Laude System to help encourage our students to pursue a rigorous academic program, as we promote Career and College Readiness. The following scale will be used:

### **Summa Cum Laude (Gold)**

4.0 or Higher

### **Magna Cum Laude (Silver)**

3.75-3.99

### **Cum Laude (White)**

3.50-3.74

### **A+ (Red)**

Grades are not rounded.

## **Academic Letter**

Students in grades 9-12 can earn an academic letter if they meet the following criteria:

### **Grade 9-11**

- Earn 3.67 GPA for both 1<sup>st</sup> and 2<sup>nd</sup> semester
- Must receive full credit in an upper level class in each of the four core areas
- 95% Attendance
- Display good citizenship
- Receive letter, pin\bar

### **Grade 12**

- Must maintain a cumulative 3.67 GPA
- Must receive full credit in an upper level class in each of the four core areas
- Must get full credit in at least one weighted class
- 95% Attendance
- Display good citizenship
- Receive letter, pin\bar

## Band Letter

### Requirements:

- 9<sup>th</sup> grade or above
- Must have a total of 140 points or more in band

### Point System:

1. Quarterly grades
  - A = 5 points
  - B = 2 points
2. Concert/Contest Performance = 10 points each
  - Parade Performance = 5 points each
3. Pep Band Performance = 5 points each
4. Solo/Ensemble Performance
  - 1 rating = 20 points
  - 2 rating = 10 points
  - 3 rating = 5 points
5. Leadership position = 10 points
6. Audition for CDMMEA All-District Band = 10 points
  - Students must either audition for CDMMEA All-District Band OR perform a Solo or Ensemble to be eligible to receive a Band Letter
7. Any non-school approved performance (must provide program or letter proving performance).
8. Individual cases are subject to review by the instructor.
9. Make up reports for missed performances DO NOT make up letter points, only points toward your band grade.

## Junior High Retention

Failure of two (2) of the core basic courses (English, Math, Social Studies, or Science) or any three (3) classes in the student's schedule for the year, will result in the "automatic retention" of the student in that grade for the next school year. Failure of one (1) of the basic core courses accompanied by grades lower than "D" in two (2) other courses or failure of any two (2) courses in the student's schedule for the year, will result in "suggested retention" of the student. The retention decision will be made at the end of the school year after a parental conference with the principal and other teachers involved in the student's schedule. If a student successfully completes a summer school program that brings him/her into compliance with the retention policy, he/she will be promoted.

## Schedule Changes

Schedule changes will be made only during the first three (3) days of each semester. **Students will not be allowed to change classes in the middle of a quarter or semester.** Students must be enrolled for four (4) credits each semester. **Students may drop a class required for graduation only with written permission from a parent or guardian.** Elective classes may be changed during the specified time at the student's request. Any other changes will be made only if the counselor or principal feels the change would benefit the education of the student. Classes dropped after the deadline will result in the letter grade "F" being recorded for that student. Also, the class in which the student is transferring to will not give the student a grade for class work during the quarter.

## **Homework**

Homework is a vital part of the educational process. It is one tool in measuring the competency and comprehension of the course objectives by our students. Also, homework gives teachers an evaluating tool for measuring and improving curriculum. It is imperative that students in the Osage County R-1 School District take seriously their responsibility in completing homework assignments accurately and on a timely basis. Therefore, teachers will make every effort to encourage students to complete assignments and make referrals on those students that fall behind on their responsibility to turn in homework. The following program will be implemented to assist students in achieving academic success:

### **Junior High (7<sup>th</sup>-8<sup>th</sup>)**

- Students will receive a punch card which can be used to turn in a missing or incomplete assignment the next school day. Punch cards must be presented on the due date for this option to apply.
- 9 punches/quarter, the punch cards are used for tardies, bathroom, books, classroom supplies.
- No point deductions.
- Once the punch card is empty, assignments will be graded as turned in.
- No BSD/ASD for homework.

### **High School (9-12)**

- A one-time pass per quarter will be given to students for a late assignment. Students will still receive full credit for the assignment if the late assignment is turned in the next time the class meets. All other assignments will be due on their due date.
- Students present when assignment is given, but absent on the due date are responsible to turn in the assignment next class period they are present. Students absent when assignment is given will get the assignment next time they are present in the class and the assignment will be due the next time the class meets.
- Students leaving school or being absent from school for any school sponsored activity will be responsible to turn in any assignments due and to see their teachers for any assignments that will be given while they are gone.
- No credit on assignments turned in after their due date.
- No BSD/ASD for homework.

## **Teaching About Human Sexuality**

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate.
2. Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school.
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity.
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases.
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception.
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan.

8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures.
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape.
10. Not encourage or promote sexual activity.
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators.
13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communications with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction.
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction. The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

### **Testing Programs**

Testing programs are designed to measure the student's achievements, abilities, aptitudes, needs, and interests. Test results are used to determine the student's needs concerning personal counseling, scheduling of classes, setting personal goals, and determining career interests. A broad range of tests will be given which include those required by the State of Missouri, by colleges and universities, and by vocational schools.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) and the End of Course Program (EOC) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. All eligible students in grades 7-12 will be required to participate in all components of the mandated statewide testing.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian, or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

### **MAP Score Improvement Incentives**

Testing Rubric-Attitude, Effort, Preparedness-Minimum score 12

- Game Day @ School
- To qualify students cannot score in the 1 and/or 0 column

### **EOC Test Incentives JH and High School**

- \$10/Proficient
- \$15/Advanced

## **Tutorial Program**

### **Purpose:**

The purpose of this program is to allow students who may be at-risk to receive additional academic help when needed or when requested. Students may receive help on a voluntary basis if they request tutoring or students can be assigned tutoring if they are behind in their studies. Students will be assigned to tutoring if they are in danger of failing a grade or course (quarterly or semester).

### **Assignment to Tutoring:**

The classroom teacher may make a request for a student to be placed in the tutorial program until such time as the student is caught up on delinquent work or has improved his/her grade. If a student fails an assignment or test, a teacher may request that a student retake the assignment or test during a tutorial session. A parent/guardian may request that their child be placed in a tutoring program to receive extra help. Students are also encouraged to request tutoring at any time they need assistance. All requests for tutoring must go through the principal.

Students will bring all books and supplies needed to complete assignments to the tutoring session. All work is to be completed in a neat and thorough manner. Students are expected to follow normal school rules during the tutoring session. Students assigned to tutoring will attend tutoring before attending practices or meetings after school with no penalties or repercussions.

## **Library**

### **Introduction:**

The librarian is the chief administrator of the library and has established a library policy. Students and faculty need to familiarize themselves with this policy. The library is a place where students may check out or return materials, research subject matter, or study. The library environment will be quiet in nature. Disturbances will not be tolerated and there will be no loitering. Students are not to be sent to the library unsupervised.

### **Check-Out Procedures:**

The librarian will check out materials for you. If the librarian is not available, the student may check out books, if a teacher is present and supervises the process. The student and teacher must follow the established process set by the librarian, for checking out all materials in the library. If teacher supervision is not available, materials will not be checked out. Specific check out and return procedures are made available by the librarian.

No books, magazines, newspapers or other materials are to be removed from the library until they have been checked out. Picture books may be checked out for ONE WEEK. Novels and non-fiction books may be checked out for three weeks. If for some reason a student needs to keep a book longer than three weeks, he/she needs to make special arrangements with the librarian.



**Rules and Regulations:**

The librarian has posted certain rules and regulations, which must be adhered to by students and faculty, in order to maximize the use of the library. The librarian will maintain discipline and order in the library.

If for some reason a library book is lost or damaged, compensation must be made AS SOON AS POSSIBLE. We will need to order another copy to replace the book. DO NOT wait to take care of this situation.

The library does not charge fines for overdue materials, however, failure to adhere to these policies will result in the loss of library privileges.

**Library Access:**

- The library will be open during school hours Monday through Friday.
- Students may work in the library before school and after school, if they obtain advance permission from the librarian.
- Grades 7-12 are welcome to visit anytime EXCEPT when a scheduled class is in session.
- Students must have a PASS and a legitimate reason to be there.
- Teachers bringing classes to the library for research need to schedule a time with the librarian as not to conflict with another class using the library.

**The library is not to be used as a student lounge and place to visit!**

**Supervised Agricultural Experience (S.A.E.)****The following is a list of rules the student must follow while on the SAE program:**

1. Since the SAE program is a continuation of class school time, all rules and regulations of the school concerning behavior, academics, and citizenship are in effect while working on school time.
2. As per the Department of Elementary and Secondary Education, credit awarded for on-the-job training should be 1 unit per school year for each 10 hours of employment per week. No more than 2 credits may be awarded for on-the-job training during a school year.
3. All state and federal child labor law requirements, rules, and regulations will be observed by the school.
4. The employer will certify to the school that the employer has liability insurance that will cover the SAE student.
5. There will be absolutely no drinking of intoxicating beverages while on school time. Failure to do this will result in immediate dismissal from the SAE program and a return to regular classes and any other penalty the instructor and/or administration deems necessary.
6. All driving rules and regulations of the school and state are in effect while going from school to work and anytime beyond until the end of the school class day. Any failure to uphold these rules of safety in driving will be dealt with by suspension or removal from the SAE class.
7. Any spinning of tires, speeding, careless or reckless driving, destruction of property, community disturbances, etc., will be dealt with in the above prescribed manner.
8. Failure to go to work, loitering, partying, or any other excessive disregard of the SAE privileges will lead to removal from the program and any further actions the instructor or administration deems necessary.
9. Students must have a Senior class ranking and be on track to graduate before being admitted into the program, including passing both the Missouri and U.S. Constitution tests.

**The following is a list of regulations the student must meet while in the SAE program:**

1. Verifiable employment at an approved site.
2. Have met prerequisite requirements for previous course work.
3. Satisfactory attendance record from previous year.
4. Personal appearance regarded acceptable to potential employers.
5. Attitude acceptable by coordinator and potential employer.
6. Appropriate transportation for traveling to his/her job site.
7. Sign training agreement.
8. Agrees to study related information contributing to competency on his/her job and the employment field.
9. Maintain passing grades in all courses to remain in the program.
10. Agree to consult with coordinator before terminating or seeking other supervised employment.
11. Maintain a class load of 4 credits per semester.
12. Be enrolled in an additional course in Vocational Agriculture.
13. Have senior standing and have completed and received a passing grade in either Ag Science I or Ag Science II.
14. Be covered by some form of liability insurance provided by the employer.
15. Students must be on time to work and school.
16. If a student is absent from school, he/she will not be allowed to go to SAE that day.
17. Excessive absences or tardiness from school or work will result in being removed from the program and returned to academic classes.
18. Discipline such as ISS and/or OSS will not be tolerated and students will be removed from the SAE program and returned to academic classes.
19. Students removed from the SAE program will be subject to the schedule change policy of the Student Handbook.

### **AG / Shop Class**

Students who have enrolled in a shop class will be subject to the same rules that govern the rest of the student body but, because of the special nature of shop class, some special rules have been adopted.

- Students will be clean and prepared for the class that follows shop, by the time that the bell rings which ends the shop class period. No student will be excused for being tardy, when they are late because of shop class.
- Students will change into appropriate “work clothes” as needed for labs and change back into appropriate school clothing before leaving class.
- Any student assigned to more than two days of detention in a semester, will be dropped from the class and enrolled into regular classes.
- No student is permitted in the shop after the class has ended.
- No person is allowed to work in the shop before, during, or after school unless supervised by the Ag instructor or a member of the administration.
- The shop is closed to all out-of-school or out-of-district personnel, unless they have received special permission from the Ag instructor or the administration.
- All materials or parts that have been ordered and billed to the school will be held in the office until the student pays for the parts that he/she ordered.
- Students are expected to have a project to work on during lab times. Students not working in class will be removed from the class and returned to academic classes subject to the schedule change policy.
- Students exhibiting inappropriate behavior in the shop area will be dropped from the class and enrolled into regular classes. Examples of inappropriate behavior are: theft, tobacco use or possession, speeding, horseplay, alcohol use or possession, cursing, spinning or squealing tires, playing music during class hours, eating or drinking in class unless approved by instructor or administration.

## **Technology**

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **Audio and Visual Recording**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

### **Definitions**

*Visual Recording* – Registering visual images on film, tape, digitally or by other mechanical or electronic means. Possession of electronic pictures or texts will be considered the same as a hard-copy possession by the district.

*Audio Recording* – Registering sounds on tape, digitally or by other mechanical or electronic means.

*Outside Entity* – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Osage County R-1 School District or individuals authorized to act for the district.

### **Recording by Outside Entities**

The Osage County R-1 School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts, and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Osage County R-1 School District Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

### **Recording by District Personnel**

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

## **Recording by Students**

The Osage County R-1 School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts, and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

## **Technology Internet Usage (Board Policy 6320)**

### **A. Introduction**

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **B. Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **C. Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality).

### **D. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **E. Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Internet Usage or designated representatives.

### **Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations Policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

### **Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data, or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (Email) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District Email system is designed solely for educational and work related purposes. *Email files are subject to review by District and school personnel.* Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication. **SCHOOL EMAIL ACCOUNTS WILL BE DELETED ONE YEAR AFTER YOU GRADUATE.**

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view, or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

### **Internet Access**

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.

3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers, or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

### **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking, or other technology to protect students and staff from accessing internet

sites that contain visual depictions that are obscene, child pornography, or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA).

### **Vandalism of the Electronic Network, Technology System, and/or Chromebooks**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to, the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network, technology system, and/or Chromebooks will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials. **Parents are responsible for your child's Chromebook and accessories at school and home for any damages due to misuse and accidents that occur.**

### **Consequences**

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

## **Extracurricular Activities Policy**

By the following criteria and terms set forth in this policy, the principal shall determine whether or not a student will qualify for participation in any extracurricular activity. All students who wish to participate in extracurricular activities will be required to sign consent and participate in the **Random Student Drug Testing program.**

### **Attendance:**

To participate in any extracurricular activity, a student must not be absent for more than one-half a school day, on the day the activity occurs, unless the absence is excused per the Attendance Policy stated in the Student Handbook. A student may be denied the privilege of attending a field trip or participating in other activities if the student has been absent for three or more days prior to the event and returns to school on the day of the scheduled activity. Other reasons for denial might include: grade status, number of days missed, amount of missed assignments, or other legitimate reasons. If a student is absent on the day prior to a scheduled weekend activity, the student's parent/guardian must notify the school on the day absent so that a determination can be made concerning the student's participation.

### **Failing Grades/Missing Assignments/ Poor Attendance:**

Any student that has a failing grade, missing assignments, excessive unserved discipline or poor attendance in one or more classes will not be permitted to attend any extracurricular activities. If this requires a student to miss an event that is for credit, such as pep band, an alternative assignment will be given. To regain this privilege of extracurricular attendance a student must do one of the following:

- Raise grade(s) above failing (checked biweekly)
- Attend tutoring (before or after school) until the grade(s) is raised above failing.
- Any student actively attending tutoring, completing and turning in all assignments, will be allowed to attend activities with the failing grade.

## **Alcohol Breath Test**

Any student may be requested to take an alcohol breath test at any time during the school day or at any school activity, home or away. If a student refuses to take an alcohol breath test, he/she will be considered to be under the influence of alcohol and the appropriate authorities will be contacted and appropriate steps taken as outlined in Student Discipline – Offenses. If a student tests positive for alcohol use, law enforcement and parents will be notified.

## **Academic - Organizational Activities**

Students who are involved in organizational or academic activities will have their grades checked prior to an event (field trip, conventions, etc.). Students who have a failing grade in one or more classes will not be allowed to participate in the activity.

## **Activity Trip Dress Code**

Students representing the school for sports events, field trips, and activities should dress following a business casual dress code. Students participating in FBLA and FFA will have specific dress codes set forth by their organization for their events. Band students will follow the requirements set forth by their director based on the performance activity. Failure to meet activity dress code requirements will result in the students' removal from the activity and possible grade reduction. All clothing will first meet the requirements set forth in the general "dress code" policy of the district. Consideration will be given to alter the activity dress code on a case by case basis if presented to the principal in a timely manner before the event.

Appropriate business casual dress:

- Dress slacks, khakis, or dress capris (weather appropriate)
- Casual dresses and skirts that are at or below the knee. (Leggings/shorts may be worn under these)
- Casual, collared shirts and dress shirts, non-form fitting sweaters, polo shirts, and turtlenecks
- Flats, loafers, low-heeled boots, low-heeled shoes
- Team/school logo sweatshirts may be worn over an appropriate shirt

Inappropriate activity dress:

- Short, tight skirts that ride up, mini-skirts, sundresses, spaghetti/strapless dresses
- Jeans (unless specified for your event)
- Sweatpants, jogging pants, shorts, overalls, leggings or other spandex/form fitting pants
- Tank tops, halter tops, crop tops, sweatshirts, and t-shirts
- Clothing that reveals too much cleavage, back, chest, shoulders, feet, stomach, or any undergarments including bra straps
- Athletic shoes, flip flops, high-heeled shoes and boots, prom type high-heeled shoes, rain boots and strapless sandals
- Hats
- Any clothing that does not meet the general CHS dress code.



## Athletics – Sports/Marching Band

### **Insurance:**

Students must obtain and show proof of health or accident insurance before they will be allowed to practice or participate in any sporting event or marching band. Proof of insurance shall be a parent/guardian signature on the *PARENT PERMISSION AND AUTHORIZATION FOR TREATMENT SECTION*, on the official MSHSAA Physical Form. This is a MSHSAA requirement. Accident insurance is made available each school year for any student who is interested in purchasing a policy.

### **Physicals:**

Students must have a physical completed by a qualified physician before he/she can practice or participate in any sporting event or marching band. This is a MSHSAA requirement.

### **Grade Requirements:**

Any student who wishes to participate in a junior high or high school sport/marching band is required to meet all grade standards set by MSHSAA and the Osage County R-1 School District. Participants include, not only, band members and athletes, but video persons, managers, timers, assistants, etc.

### **Grade Checks and Academic Probation:**

Students will have their grades checked on a bi-weekly basis throughout the duration of the extracurricular activity in which they are involved. Band is a cocurricular activity and will not follow this policy. **Any student who has a failing grade (grades will not be rounded) in one or more classes will be placed on academic probation and will not be allowed to participate in ANY extracurricular activity (sports or organizational) for two weeks.** If the student has raised his/her grade above failing by the next bi-weekly grade check, he/she will be able to participate once again. Even though a student may not participate in the extracurricular activity while on academic probation, he/she will be allowed to practice. If a student fails two (2) consecutive grade checks the student will:

- a) not be allowed to participate in the extracurricular activity for the remainder of the season,
- b) not allowed to practice, and
- c) assigned to mandatory tutoring. (Grade Check procedures are subject to change with the implementation of a new student records/grading program.) Students/athletes that fail grade check will report to tutoring before practice until the grade is above failure.

### **Bus Policy:**

All students are required to ride the bus to an extracurricular or school-sponsored event, unless there is another school event conflicting with bus departure time. In extenuating circumstances, parents may make other arrangements as needed for their students travel. In such cases, other arrangements can be made with the principal or superintendent. Coaches or sponsors may set policies for their individual team or organization. Students will be allowed to return from an extracurricular event with a parent/guardian. The parent/guardian of students not returning on the bus must sign a student release form in the presence of the coach or activity sponsor. In cases where the parent knows in advance that the student will not be returning on the bus and the parent is not able to pick up his/her child, the parent must come to school and sign the student release form before the student leaves for the activity. The parent must state in writing who will be picking the student up. In cases of an emergency and the parent/guardian cannot pick up the student or sign them out in advance, a representative of the family or friend of the family, who is twenty-one (21) years of age or older, may also sign the student out. Verification will be made on any person attempting to take a student from an activity other than the parent/guardian. If verification cannot be made, the student will return from the activity on the bus.

## Class Dues

- At the first class meeting of each school year, the class dues will be established.
- Class dues must be paid in full by the first class activity to be eligible to participate. (Extenuating circumstances can be approved by the principal.)
- It is the student's responsibility to keep a receipt for the payment of class dues.
- Failure to pay class dues will result in a loss of privileges to class-sponsored activities.
- Students must have paid their class dues to attend the class meeting.
- High school students who transfer into the district are responsible for all high school dues previously established in order to build and participate in prom.

## Junior-Senior Prom

The Junior Class of the Osage County R-1 School District is responsible for financing and constructing the prom for the Senior Class. The prom is to be paid for by fundraising activities and Junior Class dues. Costs that go over and beyond the money raised from fundraisers and dues will be deducted from the student's **personal account**.\*.

\*Each student of the Osage County R-1 School District grades 9-12 will be assigned a **personal account**. The purpose of this account is to put in order all monies that the student has earned through fundraising activities or deposits of his/her class dues. The funds in the student's personal account will be used toward the purchase of his/her senior trip. A record of these accounts is kept through the class treasurer and class sponsors.\*

It is the responsibility of all Juniors for hauling, removing, and disposing of materials that are used during prom. Items to be burned must be burned **away from school grounds** (Dept. of Natural Resources Regulations).

The Sophomore and Junior Class sponsors will set the time for dismantling prom. The sponsors are responsible for supervising students only, they are not responsible for dismantling the prom or cleaning. If the Junior Class fails to attend the dismantling and clean up day, they will be **assessed a \$200 fine**. The fine will be awarded to whomever is responsible for the dismantling and clean up.

### Prom Rules and Regulations:

- Prom is a formal occasion **FORMAL DRESS IS REQUIRED** (tux, suit, or appropriate dress).
- **No Wills, Awards, or Prophecies**, etc., will be read at prom unless approved through the administration and school board.
- Persons who are not currently enrolled in the Osage County R-1 School District, must have his/her name registered in the principal's office at least one day prior to the day of prom.
- Guests from other school districts will be cleared through the administration of the guest's school district to ensure that the guest is not subject to any disciplinary action or suspension. Guests not meeting this requirement will not be allowed to attend.
- Students or guests may not have reached their 21<sup>st</sup> birthday to attend prom.
- Students that have dropped out of school may not attend.
- Any student of the Osage R-1 School District that brings a guest will be responsible for their guest's actions and are subject to any disciplinary action due to their guest's behavior.
- Any student leaving before the end of prom will not be allowed to return.
- Prom is open to invited High School students only. Junior High students will not be allowed to participate in prom or attend as dates.
- Juniors must have dues paid and up to date to build or attend prom. Juniors must also be passing grade check to build prom during school hours. Those not meeting this requirement will stay in their regular classroom.
- Dismantling of prom will be completed by the Sophomore and Junior Class, **ON THE DAY AFTER PROM!**
- **Junior class and sponsors will make additional requirements as needed.**

## School Dances

- Students who wish to bring a guest must sign that guest in at the principal's office for approval no later than one day prior to the dance. (Guest Forms are available at the office and must be turned in at least one day prior to the dance.)
- Guests from other school districts will be cleared through the administration of the guest's school district to ensure that the guest is not subject to any disciplinary action or suspension. Guests not meeting this requirement will not be allowed to attend.
- **Students and/or guest that leave a school sponsored dance will not be allowed to return.**
- Students or guests may not have reached their 21<sup>st</sup> birthday.
- Students that have dropped out of school may not attend.
- Any student of the Osage R-1 School District that brings a guest will be responsible for their guest's actions and are subject to any disciplinary action due to their guest's behavior.

## Senior Trip

- **A student must EARN the privilege to go on the senior trip through good behavior, cooperation with school staff, participation in class fundraising activities, and demonstration of good citizenship in the community.**
- Students must not have been suspended from school or assigned to In-School Suspension or **Out-of-School Suspension** more than two (2) days in grades 9-11 and must not have been suspended or assigned **In-School Suspension or Out-of-School Suspension during their senior year.**
- Any student showing any dishonesty (defined by board policy, see page 53 of the Discipline Code) while in grades 9-12 will lose his/her privilege to participate in the senior trip.
- A student may have no more than one unexcused absence from school or more than three violations of the attendance policy in any one year grades 9-12. A student will miss no more than 10 days during the senior year unless hospitalized or confined to home by a physician. Special consideration will be given in cases of extended illness or absence due to a death in the immediate family.
- At the beginning of the eighth semester, the student must be on schedule to graduate with his/her class, must be passing all classes needed for graduation in the eighth semester at the time of the trip, and have passed all required tests for graduation including the Missouri and U.S. Constitution tests.
- Demonstration of unacceptable citizenship away from school may result in a student being placed on senior trip probation. Any charges filed against a student because of the lack of good citizenship will result in the student being placed on probation.
- A student who has been placed on senior trip probation prior to their senior year may be given the opportunity to go, by the principal, if there have been no further violations.
- Students will be denied the privilege to go on the senior trip if they violate any of the above conditions. He/she has the right to appeal this decision to the Board of Education.
- Students not attending the senior trip will be expected to attend classes.

# Chamois High School Discipline Code

## Purpose:

In order to establish a positive educational environment, certain standards of behavior must be upheld. Behavior which detracts from the educational process must be corrected. The discipline process at Osage County R-1 School is meant to be instructive and corrective, rather than simply punitive. Suspensions or detentions occurring at or near the end of the school year will be enforced at the beginning of the next school year.

## Available Disciplinary Options:

- **After/Before School Detention:** After School Detention (ASD) is usually the first consequence used to correct behavior. Students are required to serve an assigned ASD on the same day it is assigned. (The Principal will consider excusable circumstances to accommodate a particular need, i.e. doctor's appointment.) The student may also choose to serve detention Before School (BSD) the next day. The student will be responsible for notification of the parent so that arrangements can be made for transportation home from school. Students that do not report for ASD\BSD will be assigned a **day of ISS.**
  - Students will report to ASD 3:45-4:05 p.m. No student will be excused from ASD until 4:00 p.m. Students involved in extracurricular activities will be allowed to return to the activity at 4:00 p.m.
  - Students serving BSD will report 7:20am-8:00 a.m. **Students need to check in at the office and then are** allowed to get breakfast at 7:40 a.m. and must report directly back to detention.
  - Students are not permitted to leave the detention area without permission.
  - Students late for ASD\BSD will result in a **day of ISS.**
  - DETENTIONS ARE 40 MINUTES
  - TARDIES ARE 20 MINUTES
- **In School Suspension (ISS):** The student is placed in a room isolated from the school population for the school day and is monitored by assigned school personnel. Participation points in each regularly scheduled class will be lost by the student for the time they are in ISS. Students shall not talk and will be required to work on academic endeavors. Extra assignments will be given if regular assignments are not available OR if assignments have been completed during the time the student is in ISS.
- **Out-of-School Suspension (OSS):** When other disciplinary options have failed, a student can be suspended from school for one to one hundred eighty days. The student is not allowed to attend school or any school activities and is not allowed on school property for any reason during the time of OSS. An OSS absence will be considered an "unexcused absence" (see Attendance Policy). All participation points in each regularly scheduled class will be lost by the student during the time of OSS. The principal may suspend a student out-of-school for up to ten days. The superintendent may suspend a student out-of-school for longer periods (up to 180 days). In the case of a student suspended for more than ten days, the student may not return to school until a readmission conference is held with the superintendent.
- **Expulsion:** If a student poses safety concerns because of his/her behavior, causes a severe disruption of the learning environment, has several suspensions, or repeats major behavioral problems, the superintendent will recommend expulsion. The Board of Education, upon recommendation of the administration, may expel a student from school. The student is not allowed to attend school or any school activities and is not allowed on school property for any reason. In some cases, a student that has been expelled may be considered for readmission. A readmission conference must be held with the superintendent prior to the student returning to school.

- **Corporal Punishment:** Defined as the administration of bodily infliction by the use of a paddle or facsimile on the buttocks. Corporal punishment is an appropriate means of achieving desirable student behavior when administered properly with discretion. It should be used when there is reason to believe it will be helpful in maintaining discipline or developing character. The principal shall administer the punishment in the presence of a staff witness. The parent/guardian will be contacted by the administrator prior to the punishment and given the option to witness the punishment.
- **Other Means:** An administrator may use alternate means of discipline when warranted. These include, but are not limited to parent/teacher conference, counseling, loss of student privileges, work detail, or extra assignments.
- **Administrative Discretion:** Every effort will be made to ensure due process of the students in handling discipline matters at Osage County R-1 Schools. There will, at times, be instances when deviations from the discipline code is necessary for the safety and well being of the students and faculty. Alternatives to the discipline code, in compliance with school board policies, may be substituted when appropriate.

### **Prior Discipline Affidavits**

The District will require, prior to enrollment, a sworn statement from parents, guardians, or custodians indicating whether the student has been expelled from school attendance at any school in this state, or any other state, for offenses in violation of policies relating to weapons, alcohol, or drugs, or from the willful infliction of injury to another person. The statement will be retained as part of the scholastic record. A person making a materially false statement or affirmation shall be guilty of a Class B misdemeanor.

### **Discipline of Students With Disabilities**

A student with a disability is a student identified as having a disability under the eligibility criteria of state regulations implementing the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act.

Students with disabilities who violate the school district's discipline code will be disciplined in accordance with this policy.

### **Administrative Discretion on Discipline**

Every effort will be made to ensure due process of the students in handling discipline matters at Osage County R-1 Schools. There will, at times, be instances when deviations from the discipline code is necessary for the safety and well being of the students and faculty. Alternatives to the discipline code, in compliance with school board policies, may be substituted when appropriate.

灶 **After the third suspension or after an expulsion, the student and parent/guardian may file an appeal concerning the decision, to the Osage R-1 School District's Board of Education.**

## Discipline Code

### Abuse (Physical)

#### Minor Physical/Bodily Abuse of School Staff:

- First Offense:** Out-of-School Suspension, 10 days  
**A Safe Schools Report will be filed.**
- Second Offense:** Out-of-School Suspension, 10-180 days  
**A Safe Schools Report will be filed.**

**\*A conference with a parent/guardian will be required, with all concerned parties, before the student will be allowed back in school.**

#### Major Physical/Bodily Abuse:

The student shall be suspended from school until the Superintendent and School Board can begin the expulsion process. The proper authorities will be notified and assault charges will be filed.

#### Abuse of School/Staff's Personal Property (on school grounds or away from school grounds):

- First Offense:** The student will be suspended for 10 days. A report will be filed with the Sheriff's Office and the student will be required to pay for **all damages to personal property.**
- Second Offense:** The student will be suspended from 10-180 school days. A report will be filed with the Sheriff's Office and the student will pay for **all damages to personal property.**

### Alcohol/Illegal Drugs/Over the Counter and Rx Medications

The Osage R-1 School District considers alcohol to be an illegal drug for any student under the age of twenty-one. A student, who has possession of alcohol, or other illegal drugs, or drug-related paraphernalia, will be considered to be breaking the law. A student who possesses alcohol or other illegal drugs, or drug related paraphernalia, or who is under the influence of alcohol or illegal drugs, at school or at school functions will face the following consequences. Students who do not comply with school board policies (BP 2870) regarding Over the Counter (OTC) or prescription medications are also subject to these consequences:

- First Offense:** 10-180 days Out-of-School Suspension  
**A Safe Schools Report will be filed.**
- Second Offense:** Expelled for 180 days  
**A Safe Schools Report will be filed.**

### Arson

Starting or attempting to start a fire or causing or attempting to cause an explosion.

- First Offense:** 1-180 days Out-of-School Suspension **or** Expulsion for a minimum of 180 days. Restitution if appropriate.  
**A Safe School Report will be filed.**
- Subsequent Offense:** 1-180 days Out-of-School Suspension **or** Expulsion. Restitution if appropriate.  
**A Safe Schools Report will be filed.**

## Assault

Hitting, striking, and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. Any attempt to cause injury to another person, through intimidation and threatening actions, which would cause a person to be apprehensive of physical injury. Battery is when someone gets hit. Assault and Battery are criminal offenses.

- First Offense:** 1-3 days Out-of-School Suspension or 1-180 days Out-of-School Suspension or Expulsion. **A Safe Schools Report will be filed.**
- Subsequent Offense:** 1-180 days Out-of-School Suspension or Expulsion. **A Safe Schools Report will be filed.**

## Bullying (See Board Policy 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students 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 physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another student by any means including phone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate, or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: 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.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

- First Offense:** up to 1-30 days Out-of-School Suspension.
- Subsequent Offense:** 1-180 days Out-of-School Suspension or Expulsion.

## Cell Phones/Pagers

Per MSHSAA policy #27, cell phones are not allowed in locker rooms or restrooms. Cell phones, pagers, etc., brought to school must be turned off and left in your locker out of sight. Any student caught using a cell phone, including text messaging, having a cell phone ring/vibrate in class, or physically with them, will have the phone immediately confiscated and turned in to the office.

- First Offense:** Confiscation of device and retrieval from school office at the conclusion of the school day 40 MINUTES
- Second Offense:** Confiscation of device and retrieval from school office at the conclusion of the school day plus 1 day of ISS
- Third/Fourth Offense:** Confiscation of device, and retrieval from school office at the conclusion of the school day plus 2 days of ISS

### **Class Disruption**

The Osage R-1 School Board of Education believes that a class disruption caused by a student who exhibits inappropriate behavior that keeps other students distracted from a learning environment or who prevents a teacher from doing his or her job, shall face strict consequences. Students sent out of class will be assigned to the Principal's office for the remainder of the class period and may be assigned ISS for the remainder of the day.

- First Offense:** 40 MINUTES
- Second Offense:** 80 MINUTES
- Third Offense:** 1 day of ISS
- Fourth Offense:** 1-3 days Out-of-School Suspension

### **Dishonesty/Cheating/Plagiarism**

Any act of lying, whether verbal or written, including forgery and plagiarism. Students who cheat and students who allow others to cheat from their work will receive the same consequences for their actions. Plagiarism is defined as using another person's written work as your own personal work and expecting to receive credit on that work. These actions will incur no credit for assignment/test or nullification of forged document.

- First Offense:** Principal/Student/Teacher conference. Zero for assignment.
- Second Offense:** 40 MINUTES OF DETENTION. Zero for assignment.
- Third Offense:** No credit for course for that grading period.

### **Disrespectful or Disruptive Conduct or Speech**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings, sleeping in class, or that materially and substantially disrupts classroom work, school activities or school functions. (See board policy AC if illegal harassment or discrimination is involved.) Use of profane words or actions, verbal, written, or symbolic meant to harass or injure another person will not be tolerated. This includes, but is not limited to, inappropriate gestures, racial slurs name-calling and public displays of affection. Public display of affection (PDA) is the physical contact that is inappropriate for the school setting including, but not limited to holding hands, hugging, kissing, petting and groping.

- First Offense:** 40 MINUTES OF DETENTION
- Second Offense:** 80 MINUTES OF DETENTION
- Third Offense:** 1 day of ISS
- Fourth Offense:** 3-5 days Out-of-School Suspension

### **Disrespectful Conduct Toward a Teacher**

Showing conscious, disrespectful behavior, refusal to work or challenging authority toward an administrator, teacher, or staff member will not be tolerated.

- First Offense:** 120 MINUTES OF DETENTION
- Second Offense:** 1 day of ISS
- Third Offense:** 1-3 days Out-of-School Suspension
- Fourth Offense:** 3-10 days Out-of-School Suspension



## Dress Code

The following articles of clothing will not be allowed during school or during school related activities:  
See also “Activity Trip Dress Code.”

- Shirts, tops, or dresses which are halter/racer back in style, have straps that are thinner than 1” in width, allow bra straps to show, expose the mid-section (stomach area) or back, show cleavage, or are muscle-cut (as in men’s undershirts) are not allowed. Sleeveless tops must be such that the opening is no larger than a normal sleeve. Shirts with sleeves ripped or torn out will not be allowed.
- Sleepwear or blankets are not appropriate for school and will not be allowed. Undergarments should be just that-UNDER the clothes. Underwear should not be showing. This includes straps, waistbands, etc. Proper undergarments should be worn.
- No skin tight bicycle shorts, other lycra clothing or “see-through” clothing will be allowed. Yoga Pants/Tights/Leggings can only be worn under shirt/shorts/skirt/dress if the preceding garment meets the appropriate guideline for length.
- See through clothing or clothes with inadequate coverage.
- Clothing with obscene, vulgar, profane, rude, suggestive, or otherwise inappropriate design or lettering appearing anywhere on the body including the derriere.
- Any clothing advocating illegal activities or the potential to create a disruption. (Example: Nazi symbols, alcohol and/or drug usage.)
- Accessories with vulgar, rude, profane, or suggestive nature including dog collars, chains and stud belts or bracelets
- Caps, hats, bandanas, or other forms of head dress.
- Clothing with holes in inappropriate areas. No jeans with holes will be worn.
- Shorts, dresses, skirts and/or skorts must meet the fingertip rule. (Fingertip rule is: while standing with your arms at your sides, the bottom of the clothing must touch the tip of your middle finger.) Slits in clothing must adhere to the fingertip rule as well.
- Leggings and shorts may be worn under skirts and dresses but the skirt/dress must meet the length requirement.
- Pants, jeans, shorts that are worn off the hips.
- Hair must be kept out of the face and eyes.
- Flip-flop shoes will not be worn November 1 – March 1 and will not be worn to any school activity during the entire school year.
- Certain classes may require special clothing to be worn or may have students abide more restrictive guidelines for dress (Ex. Safety issues in shop). The instructors will designate what clothing will be required in those areas.

\*\* This list is not all inclusive. As new fashion trends arrive, they will be evaluated by building administrators and announcements will be made to the student body regarding their appropriateness for school.

<b>First Offense:</b>	Removal, turning inside out, exchanging, or covering clothing in question or confiscation of accessories, <b>and</b> 1 punch from punch card <b>or</b> 1 ASD/BSD
<b>Second Offense:</b>	Same as above and 1 day ISS Re-admitted to school when properly dressed
<b>Third Offense:</b>	Same as above with re-admission to school with parental conference with principal.

## **Extortion**

Extorting money or other tangible goods from a student by force or in a threatening or intimidating manner.

- First Offense:** 1 day of ISS or 1-10 days Out-of-School Suspension  
**A Safe Schools Report will be filed.**
- Second Offense:** 1-180 days Out-of-School Suspension  
**A Safe Schools Report will be filed.**

## **False Alarms**

Tampering with emergency equipment, setting off false alarms, activating the intercom system, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

- First Offense:** Restitution. 5-10 days Out-of-School Suspension  
**A Safe Schools Report will be filed.**
- Subsequent Offense:** Restitution. 10-180 days Out-of-School Suspension or Expulsion.  
**A Safe Schools Report will be filed.**

## **Fighting (see also Assault)**

Fighting is mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Fighting is a serious infraction. Fighting will not be tolerated at this school, whether on school grounds or at school activities. The consequences for fighting will concur with the severity of the fight and whether or not those who were involved obtained serious injuries. The consequences for fighting will also depend upon whether or not the students involved have major infractions logged in his/her discipline records.

- Minor Scuffle:** 80 MINUTES OF DETENTION
- First Offense:** 1-3 days Out-of-School Suspension
- Second Offense:** 3-5 days Out-of-School Suspension
- Third Offense OR** 10-180 days Out-of-School Suspension or Expulsion.
- Major Fight:** **A Safe Schools Report will be filed.**

Verbal disagreements will be investigated and consequences levied by an administrator, according to the boundaries of the CHS Discipline Code.

## **Fireworks**

No fireworks of any kind will be possessed or discharged on any school property or during any school function, at home or away.

- First Offense:** 1-10 days Out-of-School Suspension
- Second Offense:** 11-180 days Out-of-School Suspension

## **Food and Beverages**

No food or beverages will be consumed in the hallway after 8:00 a.m. Beverages brought to school must be in a clear, plastic container. Metal containers are allowed as long as it has a clear top. No food and/or beverage shall be left in lockers. Food and beverages in classrooms will be decided by individual teachers. No food or beverages will be allowed in the shop area. No food and/or beverages will be taken from the cafeteria to be eaten in the classrooms. Under special circumstances the principal or superintendent may allow exceptions.

- First Offense:** 40 MINUTES OF DETENTION
- Second Offense:** 80 MINUTES OF DETENTION
- Third Offense:** 1 day of ISS
- Fourth Offense:** 1 day of OSS

## **Forgery**

Giving the teacher, office, administrator, or parent a forged/fake note or signature.

- First Offense:** 40 MINUTES OF DETENTION
- Second Offense:** 1 day of ISS
- Third Offense:** 1 day of OSS

## **Hands Off**

Many students do not like to be the object of “horseplay”, “scuffling”, or “jokes”. The purpose of the “**Hands Off**” rule is to keep students who have a tendency to be involved in these mannerisms, from involving an innocent bystander into their games. These practices can be dangerous and can get a student injured. Many times these behaviors can get out of hand and can cause a more serious situation. This rule is also in effect for those who willfully participate in these types of behaviors.

- First Offense:** 40 MINUTES OF DETENTION
- Second Offense:** 120 MINUTES OF DETENTION
- Third Offense:** 1 day of ISS  
**A Safe Schools Report will be filed.**
- Fourth Offense:** 1 day Out-of-School Suspension  
**A Safe Schools Report will be filed.**
- Fifth Offense:** 3-5 days Out-of-School Suspension  
**A Safe Schools Report will be filed.**
- Sixth Offense:** 5-10 days Out-of-School Suspension  
**A Safe Schools Report will be filed.**

## **Harassment** (Board Policy 2130)

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

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

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

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

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

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

**First Offense:** Principal/student conference, 1-180 days Out-of-School Suspension **or** Expulsion.

**A Safe Schools Report will be filed.**

**Subsequent Offense:** 1-180 days Out-of-School Suspension **or** Expulsion.

**A Safe Schools Report will be filed.**

### **Hazing** (See Board Policy 2920)

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.

### **Indecent Exposure**

Any inappropriate attire or lack of possessing appropriate attire will not be acceptable at school, on the bus, or at any school related activities. Also, students voluntarily exposing themselves inappropriately will result in the following discipline:

**First Offense:** 1 day of ISS

**Second Offense:** 3 days Out-of-School Suspension

**Third Offense:** 5 days Out-of-School Suspension

\*Depending on the severity and nature of the incident, this offense may also constitute Third Degree Assault, reportable to local law enforcement agencies through a safe-school report.

### **Lockers** (see general section page)

Locker privileges will be taken away from those students misusing lockers or for destruction of a locker and any of its working parts.

**First Offense:** Loss of Locker 1 week

**Second Offense:** Loss of Locker 1 quarter (9 wks)

**Third Offense:** Loss of Locker 1 semester (18 wks)

**Fourth Offense:** Loss of Locker 1 year (180 days)

### **Out of Bounds**

Students will be considered “Out of Bounds” if they are in any area of the school or school grounds without permission of a staff member. The student will report **immediately and directly** to the office for any discipline referral. If no one is in the office, the student will take a seat outside the office until someone arrives and informs the student of the proper course of action.

All students are to report to the cafeteria during the specified lunch period. Students are to proceed directly to the lunch area. Students are not to leave the lunch area unless given special permission by a staff member on duty in the cafeteria.

Students not returning from break time or other errands from class in a timely manner will be considered “Out of Bounds.” **Students must have a “pass” to leave class and must follow the instructions of that pass.**

**First Offense:** 40 MINUTES OF DETENTION

**Second Offense:** 1 day of ISS

**Third Offense:** 1-3 days of OSS

## **Prohibited Articles for School**

To help eliminate class disruption, students will not be allowed to bring items to school that can be disruptive. The following items are examples of things that should not be brought to school:

\*CD/DVD/Radio/MP3/Ipod devices   \*Water guns   \*Playing Cards   \*Toys

\*Virtual Pets   \*Laser Pointers   \*Other inappropriate items

\*Make-Up and Grooming items are only to be used in the restrooms.

Consequence for Prohibited Items: A teacher or administrator will confiscate the article of disruption. A parent or guardian may retrieve the item from the school office during regular school hours.

## **Skip Day**

Any unexcused absence from school (truant), including any absence below or above those allowed in the attendance policy, without a phone call or note from the parent as stated in the attendance policy or doctor's note upon return to school, will be considered skipping school.

**First Offense:** 40 MINUTES OF DETENTION

**Second Offense:** 120 MINUTES OF Detention

**Third Offense:** 200 MINUTES OF Detention

**Fourth Offense:** 1 day of ISS

## **Skipping Class**

Leaving school early or during the day without signing out with the principal.

**First Offense:** 120 MINUTES OF DETENTION

**SECOND OFFENSE:** 1 day of ISS

## **Tardy to Class**

Students are tardy when they are not seated and prepared for class before the bell rings. Each tardy will result in an ASD/BSD on the day of or morning after the tardy. Failure to attend the ASD/BSD will result in a day of ISS for each tardy.

## **Tattoos**

Inappropriate body tattoo(s) shall be covered during school or school sponsored activities. If a student must continuously be reminded to cover inappropriate tattoos, the principal will contact the parent/guardian for a conference. A student, who refuses to cover or blatantly uncovers an inappropriate tattoo, will receive an ASD/BSD Detention, In-School Suspension, or Out-of-School Suspension.

## **Technology Misconduct (See Board Policy 6320)**

**Parents are responsible for your child's Chromebook and accessories at school and home for any damages due to misuse and accidents that occur.**

Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

**First Offense:** Principal/Student conference, loss of user privileges, In-School Suspension or 1-180 days Out-of-School Suspension.

**Subsequent Offense:** Loss of user privileges, 1-180 days Out-of-School Suspension or Expulsion.

## **Theft**

Theft, attempted theft, or knowing possession of stolen property. Any student stealing from other students, teachers, or the Osage R-1 School District will pay restitution, return, or replace the item taken. If appropriate, the proper law enforcement officials will be notified. Also, additional disciplinary action may be taken if the principal deems it necessary.

<b>First Offense:</b>	40 MINUTES OF DETENTION
<b>Second Offense:</b>	120 MINUTES OF DETENTION
<b>Third Offense:</b>	1 day of ISS

## **Tobacco (Possession of Paraphernalia/Use)**

The State of Missouri has made it illegal for minors to purchase or use tobacco. The Osage R-1 School District acknowledges this law and prohibits students from possessing tobacco products or paraphernalia (matches, lighters, smokeless tobacco cans, e-cigs, vaping, or other items deemed tobacco related) on school grounds, on a school bus, or at any school sponsored activity. Use of tobacco products will also not be tolerated. Confiscation of all paraphernalia items is automatic and non-returnable.

<b>First Offense:</b>	1 day of ISS
<b>Second Offense:</b>	1 day of OSS
<b>Third Offense:</b>	3 days Out-of-School Suspension
<b>Fourth Offense:</b>	5 days Out-of-School Suspension

## **Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

<b>First Offense:</b>	Principal/Student conference, In-School Suspension <b>or</b> 1-180 days Out-of-School Suspension.
<b>Subsequent Offense:</b>	1-180 days Out-of-School Suspension <b>or</b> Expulsion

## **Vandalism**

All students at the Osage R-1 School will show respect for the property of others. Any act of vandalism such as intentional destruction or attempted destruction of property will be dealt with harshly. Students involved in vandalism will pay restitution or repair costs of the objects plus any installation fees. Proper law enforcement officials will be notified and given all information. Any additional disciplinary action may be taken if the administration feels the situation warrants.

## **Weapons**

(A) Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. Students are not allowed to bring weapons of any type to school for any reason. This includes having them on their person, in lockers, bags, and etc. or in vehicles on the parking lot.

<b>First Offense:</b>	1 calendar year Suspension <b>or</b> Expulsion <b>A Safe Schools Report will be filed.</b>
-----------------------	---

(B) Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against an opponent; adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person.

<b>First Offense:</b>	1-180 days Out-of-School Suspension <b>or</b> Expulsion <b>A Safe Schools Report will be filed.</b>
-----------------------	--

## **In-School Suspension (ISS) Policy**

A student may be assigned to In-School Suspension (ISS) for part of a class period, a full class period, or for several days per administrator discretion.

### **Reporting to ISS**

Students will report immediately to ISS and will be excused from ISS when directed by the principal. Students who violate this or any ISS rule will face additional consequences, which might include extended time in ISS or 1-10 days Out-of-School Suspension.

- **Student is responsible for getting notes and class work that has been assigned for the time they are serving ISS.** Students assigned to ISS will acquire the homework needed for the day before the 8:00 a.m. bell rings.
- Completed assignments **will be turned in to the ISS Supervisor.** At the end of the session/day, the ISS Supervisor will turn in all work collected from the student and deliver it to the teacher's mailbox for whom the work is due.
- Students shall be required to work on academic endeavors. Extra assignments will be given if regular assignments are not available or if assignments have been completed during the detention. Work may include reading a book, magazine, or newspaper that is educational, not recreational.
- If a student has completed all assignments or did not come prepared to do school work, the ISS Supervisor may assign the student other work or physical work around campus.
- Students will **not** sleep or lay their head down on their desk, talk unless given permission from the detention supervisor, talk to other students, doodle or draw pictures unless completing an assignment, write or pass notes to other students, or use any school prohibited articles. No food or beverages will be allowed in ISS.

**Breaks:** Students will be given one bathroom and water break in the morning, one bathroom and water break at lunch, and one bathroom and water break in the afternoon. Students will be allowed to eat in the cafeteria, but cannot go outside of the cafeteria during this time.