

Notice of Nondiscrimination

The Osage County R-1 School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, 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 district's 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) 763-5393

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

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

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 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.

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 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 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.

Programs for Disadvantaged Students

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation, and review of Title I program. The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.

504/Title II Public Notice

The Osage Co. R-1 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Osage Co. R-1 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Osage Co. R-1 School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This procedures manual may be reviewed by visiting the High School, Elementary, or Superintendent's Office during regular school hours.

Educational Objectives

When defining the educational objectives of the Osage County R-1 School District, the Board of Education, the administration, and the faculty recognize that the basic responsibilities of education are to develop the capacities of each individual student to the highest degree. It is also the responsibility of education to prepare the student for the privileges and responsibilities of life in a democratic society, thus directing the way to a useful life. The following are the Osage County R-1 School District's educational objectives:

- 1) Working with students in order to help them acquire the fundamentals of life through studies such as English, Reading, Mathematics, History, and Citizenship. These objectives can be met through emphasizing fundamental studies, motivating students toward lifelong learning, maintaining discipline, and guiding appropriate habits and attitudes.
- 2) Teaching students how to think.
- 3) Exposing students to higher levels of thinking and acquainting them with the aesthetic value of writing, history, science, art, and diverse languages of the world.
- 4) Assisting students in discovering and developing creativity.
- 5) Instructing students with the knowledge concerning economics by gaining an understanding of natural resources and supplying human needs.
- 6) Developing a successful standard of living by developing an educational foundation and/or job related skills that will enable our students to support themselves now and in the future.



2016-2017 School Calendar

August 10-16	Teacher Work Days
August 17	School Begins
September 5	No School – Labor Day
September 16	Mid Term
October 17	End of 1 st Quarter
October 28	No School
October 31	No School – Teacher Work Day
November 18	Mid Term
November 23-25	No School – Thanksgiving Holiday
December 21	End of 2 nd Quarter
December 22-30	No School – Christmas Vacation
January 2	No School – New Year
January 3	No School – Teacher Work Day
January 4	Classes Resume
January 16*	No School – Martin Luther King Jr. Day
February 3	Mid Term
March 8	End of 3 rd Quarter
March 27-31*	No School – Spring Break
April 14	No School – Good Friday
April 17	Mid Term
May 17	Last Day of School
May 18-25*	Additional Snow Make Up Days

* Make Up Days in order of use:

1. January 16
2. March 27
3. March 28
4. March 29
5. May 18
6. May 19
7. May 22
8. May 23
9. May 24
10. May 25

****Marked days are scheduled snow days and will be used if needed throughout the year.***

OSAGE R-1 ELEMENTARY SCHOOL

General Information

School Address:	614 S. Poplar Street Chamois, MO 65024	
School Telephone:	Elementary Office	573-763-5446
	High School Office	573-763-5393
	Superintendent's Office	573-763-5666
Superintendent:	Mr. Lyle Best	
Elementary Faculty:	Elementary Principal	Dee Luker
	Elementary Secretary	Velda Staley
	Preschool Director	Gretchen Dudenhoeffer
	Preschool Assistant	Brooke Walsh
	Kindergarten	Debbie Cramer
	First Grade	Misty Hilkerbaumer
	Second Grade	Christine Hord
	Third Grade	DeAnna Lamb
	Fourth Grade	Krystle Smith
	Fifth Grade	Katie McKay
	Sixth Grade	Lawrence Hord
	Counselor	Susan Wolz
	Art	Joyce Wright
	Physical Education/Health	John Leach
	Music	Keith Slater
	Librarian	Sheryl Allen
	Title I	Beth Plume
	Special Education	Tina Herndon
	Special Education Director	Christina Woody
	Speech Implementer	Janet Backes
	School Nurse	Celia McKague
	Paraprofessional	Meghan Bleigh
	Paraprofessional	Reba Clark
	Paraprofessional	Lea Uthe
	Food Service Manager	Tera Bockting
	Food Service	Kathy Brandt
	Food Service	Terry Gryder
	Maintenance Supervisor	Eli Backman
	Elementary Custodian	Jolene Leach
	Elementary Custodian	Louise Martin

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

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

Radio

Y107-FM	106.9
KAT-FM	94.3
KCLR-FM	99.3
KLIK-AM	95
KFAL-AM	90

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.

Classes are to remain with their teachers. **Do not return to the building until the ALL CLEAR signal is given.** Students shall walk in 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) leave classroom doors open, 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 teachers' assigned extra duties will then complete those tasks.

Emergency/Evacuation Preparedness Plan

The Osage County R-1 school building is the closest school building to the Callaway Nuclear Power Plant at Reform. We are less than six miles away. In the event an accident occurred at the plant, the following plan of action would be implemented. The same plan of evacuation would be used if necessary for other emergencies such as a train derailment or toxic spill during the time that school is in session.

Students en route to school:

The bus will continue to pick up students along the way if they are at the designated pick up points.

Students en route to home:

The bus driver will discontinue the discharge of students and continue to the school or designated evacuation center.

Students at school:

If the students are evacuated from school, they will be transported to Jason Gymnasium and Soldier's Hall on the Lincoln University campus in Jefferson City, MO.

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, Mr. Strobel, or Mrs. Luker). 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 check your room for his pager, scan your room for any unusual article that could be a bomb. Go into lockdown procedure and wait for further instructions for evacuation.

SCHOOL MESSENGER

In an effort to better improve communication between parents and school, we now have an automated telephone service called the School Messenger Program. This program is designed to automatically call the phone numbers listed in your child’s contact information’s form. The school will inform you of any changes made or school cancellations by a relay of messages.

Visitors

We welcome and encourage parents to visit school at any time. Please stop by the office so we can direct you to the appropriate location. All students must be released through the office for their protection and record keeping. It is important that we keep our school as safe and undisturbed as possible.

If parents want to talk to a teacher or administrator, it is best if they make arrangements through the teacher or office ahead of time.

Check In/Out Procedures

If your child arrives late to school (after 8:15), they must check in at the Elementary office before going to class.

Parents are discouraged from having children leave school early due to missed instruction. However, if your child needs to leave school early and you know about it in advance, please send a note to the teacher that morning, so that they are aware and can get their assignments ready to take home. Each child needs to be signed out of the office when picked up.

Enrollment

To be admitted to kindergarten at Osage R-1 Elementary, a child must be five (5) years old before August 1. There is no early entry to kindergarten.

New students should enroll immediately upon entering the school district. All immunizations must be current before entering the Osage County R-1 School District. Address verification will be required per Board Policy #2230. Verification documents are any of the following: Rental Contract, Real Estate Contract, Utility Bill/Receipt, or other documents such as payroll check, driver's license, W-4, or employment documents.

PLEASE INFORM THE SCHOOL OF ANY CHANGES IN ADDRESS, PHONE NUMBER, OR EMERGENCY CONTACTS AS SOON AS POSSIBLE!

Release of Information

The Osage 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 Education 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 District to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook;
- A playbill, showing your student's roll in drama production;
- Honor roll or other recognition lists;
- Sports activity sheets.

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. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under Elementary and Secondary Education Act of 1965 (ESEA) to provide 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 31, 2016 or within ten (10) school days upon enrollment. Osage County R-1 School District has designated the following as 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.***

School Equipment & Obligations

Textbooks, 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.

Cell Phones

Students will not be allowed to have a cell phone with them at school. Cell phones, pagers, etc. brought to school will be confiscated. Any student caught with a cell phone, using a cell phone, including text messaging, or having a cell phone ring/vibrate in class will have the phone immediately confiscated and turned into the office. ***Emergency use with permission from the office may be allowed.*** Any parent that feels their child must have a cell phone with them for before or after school reasons those phones must be stored in the office and it is the child's responsibility to pick them up at the end of each day.

Copier Use

The copiers in the lobby are for staff/business use only! 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 expulsion.

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

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 99.5 degrees or higher
- 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 their 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 head lice. ***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.

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**.

Lunch Program

The Osage R-1 School District offers both a breakfast and lunch program. Breakfast is served 7:45-8:00 a.m. each school day. Lunch is served in the three shifts, according to grade level, between 11:00 a.m.-12:25 p.m. The cost is determined at 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, yogurt, and snacks may be purchased. Students in grades K-2 can purchase milk during break each afternoon.

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 will be given notice when the account is getting low on funds.

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 return it to the office.

Free & 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	\$1.20	K-12	\$2.15
Reduced	\$0.30	Reduced	\$0.40
Adult	\$1.20	Adult	\$2.70

Cafeteria

The cafeteria should be a relaxed place where students and faculty can enjoy their lunch. It is each student's responsibility to conduct themselves in such a manner as to ensure the well-being and enjoyment of others.

1. Book bags and other items are to be taken to the classroom before entering the cafeteria. Coats may be hung on the hooks.
2. Cafeteria tables are for food and drinks only.
3. No food is to be taken out of the cafeteria (DESE, US Ag. Dept guidelines).
4. Students are expected to demonstrate appropriate behavior while in the cafeteria (Student handbook).
5. Students needing to wash their hands should not be any further inside the kitchen than the hand washing sink (OSHA safety guidelines).
6. Anytime anyone uses the tables and serves food, it will be their responsibility to clean the tables when finished.
7. Students needing to access the elementary building need to use the south cafeteria door, or the elementary entrance door. Outside duty teacher can make an exception by using their keys in extenuating circumstance.
8. Certified staff is on duty beginning at 7:45 a.m. Students are welcome at 7:45 a.m. (Employment contract, DESE supervision guidelines).
9. Any use of the cafeteria before 12:30 p.m. will be scheduled by Mrs. Bockting.

10. The cafeteria is closed for cleaning each day from 12:30 p.m.-1:30 p.m.
11. The kitchen door will be locked at 1:30 p.m. each day. The kitchen is not a safe fire exit or storm shelter area.
12. Use of the cafeteria after 1:30 p.m. to 4:00 p.m. will be scheduled and monitored by Mrs. Luker.
13. Use of the cafeteria, or kitchen, after school will be scheduled by Jenny Keilholz, using a building rental form. Mr. Best will waive any fees, in most cases.

Student Supervision

Student supervision will be provided between the hours of 7:45 a.m.-3:00 p.m. The district will not be responsible for any students dropped off during unsupervised periods other than these stated times. Any additional supervision must be prearranged by staff members only.

Extracurricular Activities

To attend extracurricular activities, a student must not be absent for more than one-half a school day on the day the activity occurs, unless the office excuses the absence. A student may be denied the privilege of attending a field trip or participating in other activities if the student has been absent for multiple days prior to the event and returns to school the day of the scheduled activity. If the 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.

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 building principal. The principal will take the disciplinary action she feels 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 to be informed by the administration by phone and in writing of such action. They must appear for a conference before the student will be allowed to ride the bus again.
- 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) Pupils must obey directions of the bus driver when boarding or leaving the bus or at any other time when on the bus. Pupils 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 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 pupils 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) Students will ride their assigned buses, getting on and getting off at their regularly assigned stops, unless a note, email, or phone call from their parent/guardian authorizes students to depart at other than their regular stop or to ride a bus other than their assigned bus. Notes, emails, and phone calls will be subject to approval by the building principal or designee. **In unusual or emergency situations, parents/guardians may request to have their child picked up or dropped off at a different spot by directly communicating to the building principal or designee.**
- 20) All inquiries regarding bus routes or stops, bus assignments, or other school-related transportation questions should be initially directed to Brad Strobel, Transportation Director, at 573-763-5393 or strobel@osager1.com.
- 21) The bus driver's recommendation will be followed when suspending a student from riding the bus.

First Offense:	3 day suspension from riding the bus.
Second Offense:	10 day suspension from riding the bus.
Third Offense:	Suspension of bus privilege for the remainder of the year.

Academic Policies

Attendance Policy

The Public School Law of Missouri 167.031 states: "Every parent, guardian, or other person in the 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 on the job 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. Absenteeism for reasons other than these must be judged on an individual basis.

The Osage R-1 School District Board of Education shall abide by Missouri's compulsory attendance laws. Any student who drops out of school (not transferred) will be reported to the State Literacy Hotline.

Whenever a student is absent from school, a parent/guardian must call the elementary office by 10:00 a.m. on the day of the absence. If the elementary office has not received a call from the parent/guardian by 10:00 a.m., our office will attempt to contact the parent/guardian. If no contact is made on the day of the absence, upon student's return, the student must present to the elementary office a written excuse from the parent/guardian, which is dated and states the reason for the absence. All students are expected to attend school regularly and to be on time to classes. Absences from the school occur only when absolutely necessary.

It is the student's responsibility to see the teacher about make-up work after an absence.

****Request for student's assignments must be received by the Elementary School office no later than 9 a.m. and will be available after 2:30 p.m. the same day only when students have been absent more than 2 consecutive days.****

A student is allowed a maximum of **10 days of absences during the school year**. When a student reaches the allowed number of 10 days, no homework will be allowed to be made up for credit, and could result in retention, any additional days absent will be considered an unexcused absence. After the 10th day absent, the absence will be excused only with a doctor/dentist note or in the event of a death in the family. Notes from parents after the 10th day will not be allowed. Any long-term illness or extenuating circumstances will be handled at the discretion of the school's attendance committee (Principal, 2 teachers). 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.

When a student reaches 10 absences, a referral will be filed with the Osage Co. Juvenile Office. The district will contact the Children's Division of the Department of Social Services if the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

Students with 10 or more cumulative absences in a school year will not be allowed to leave school during the normal school day for any school activities/trips. Students that have missed 10 or more days, but meet the following criteria will be allowed to leave school for activities/trips: 1) Students that have a C average or above, 2) students that have no missing assignments **or zeros on assignments.**

****Students that have missed 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 Going Bonkers trip & ARC trip.****

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.

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.
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.

Extracurricular Activity Attendance

Any activity that is not school sponsored will be considered an unexcused absence if a student must miss a day of school to participate.

Field Trips Attendance

Students that are picked up from field trips will be counted absent as soon as they leave the supervision of certified school staff. Sign-out sheets will be used to determine student's departure time.

Grading Scale

A = 94-100	A- = 90-93	B+ = 87-89
B = 84-86	B- = 80-83	C+ = 77-79
C = 74-76	C- = 70-73	D+ = 67-69
D = 64-66	D- = 60-63	F = 59 and below

***Electronic grades will not be rounded.**

Daily Conduct

All faculty members have the responsibility for ensuring that students maintain the following rules of conduct:

1. Students are expected to walk quietly in the school buildings and move between buildings in an orderly manner.
2. Students are expected to leave nuisance items and any items, which may cause a problem at school at home. (See page 39)
3. Students are expected to remain on school ground unless given permission to leave.
4. Students are expected to use the restrooms properly and refrain from horseplay.

Students who repeatedly disregard these expectations will be sent to the office.

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 evaluation 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. Students who have been absent from school will be given one additional day for each day absent to make up any work missed due to their absence from school. If a student is absent for more than one day at a time, arrangements can be made through the office for receiving assignments. (See homework policy under Teachers Against Failure.)

Tutorial Program

In order to help our students succeed, we will be implementing the after-school tutoring program for elementary students. The sessions will be held from 3:03-4:00 p.m. Students whom teachers have identified as needing the assistance are invited to be a part of our program.

Tutoring will be conducted by the classroom teachers at Osage R-1 Elementary School. The students are expected to use the time wisely. Permission is required and parents/guardians are responsible for making arrangements for transportation after tutoring. A permission slip will be sent home with your child and must be signed and returned to the classroom teacher before tutoring will begin with your child.

We feel this program will help our students to be successful in their work here at Osage R-1 Elementary School.

Library

Elementary students will visit the Library located in the high school building once a week. The librarian is in charge of the Library. Rules concerning the Library will be posted. Students are expected to enter the Library quietly and remain quiet while they are using the Library. All materials checked out from the Library are responsibility of the student. No books are to be removed from the Library until they are checked out.

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 a month or two to take care of this situation.

The Library does not charge fines. However, failure to adhere to these policies will result in the loss of library privileges.

Life skills as well as academics need to be learned. One of the best ways to learn responsibility is to checkout, care for, and return library materials in a timely fashion.

Elementary students (K-6) have one scheduled 30-minute period in the Library each week. Elementary students are welcome to spend additional time in the Library when the classroom teacher has granted permission.

It is our desire that the Library look inviting, that students feel welcome to spend time there, and that they find a friendly and helpful librarian willing to assist them.

Parties

The elementary school has class parties for all grades K-6 for Halloween, Christmas, Valentine's Day, and Easter. Your child's teacher will provide details.

Birthday celebrations are appropriate in elementary school. The classroom teacher will determine the exact length of parties. Due to the passage of the Allergy Prevention and Response Board Policy we will allow store bought goods only to be brought to school.

Playground/Recess

Outdoor exercise is important for healthy bodies and healthy minds. Children will go outside for recess when weather permits. The principal will determine when it is prudent to keep students indoors. Since weather can change rapidly, please be sure children are dressed appropriately for outdoor play. Check with your child's teacher for the class recess time. *If your child has been ill and you do not want them to participate in outdoor recess, please notify your child's teacher.*

Students are expected to conduct themselves in a responsible manner during recess. Playground rules are established to ensure the security of each student. Any infractions of the rules below can/will result in loss of playground privileges.

- 1) Students are expected to take care of playground equipment and use it properly. No standing or climbing on railing, slides, or other inappropriate area.
- 2) Students are expected to play safely. Children will sit in swings and slide down the slides on their seats.
- 3) Hard balls and bats will not be used. If a teacher is supervising a game, these items may be permitted.
- 4) Skateboards, scooters, and roller blades will remain at home. Bikes ridden to school will remain on the bike rack only. No bike riding on school property, unless otherwise given approval.
- 5) No toys will be brought from home unless arrangements have been made through the homeroom teacher.
- 6) Games must respect the rights of others and the rules of good sportsmanship are to be followed.
- 7) Sharing and the inclusion of all students in activities are encouraged.
- 8) Students are expected to follow the instructions of the supervising teacher when they are on the playground and line up immediately when recess ends.
- 9) Shoes should remain on a child's feet at all times. ***Flip-flops, sling back shoes, or any shoe without a strap behind the heel are not allowed. Shoes with more than a 1-inch heel are not permitted for safety purposes.***
- 10) Students should stay within playground boundaries, which will be explained by the classroom teacher.
- 11) Students who use the playground after school are expected to follow established rules.
- 12) After school students playing on the playground must be supervised, or they will have to leave the premises.

Promotion/Retention

Students will normally progress annually from grade to grade. The final decision to retain a student depends on an academic team as to what they view is best for each child. Remediation may include, but shall not necessarily be limited to, a mandatory summer school program, or other such alternatives conducted by the district outside the regular school day. ***Fourth grade students will have to adhere to the rules and regulations of SB 319 mandated by the state in order to be promoted.*** This law states that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment to be retained in the fourth-grade. Further, if a student fails to attend summer school remediation, or does not successfully complete the summer school program, the student will automatically be retained.

Teachers Against Failure

This program is in effect for students in kindergarten through grade six. It is designed to ensure that each student has ample practice in important academic skills. This will be accomplished by requiring students to complete unfinished work in a Before/After-School Detention class from 7:15 a.m.-8:15 a.m. or 3:03 p.m.-4:00 p.m. The following guidelines apply:

1. Students who do not have homework or homework is partially completed, will be given the option of: 1) doing/completing the assignment before/after school; 2) taking the grade earned for work completed; or 3) receiving a “0” grade for no work completed. Parent will be notified when a student has missing homework.
2. Students who have been absent from school will be given one additional day for each day absent to make up any work missed during their absence from school.
3. Homework is to be brought to school by students only on the day it is due. Homework cannot be brought in by anyone other than the student for credit if it is left at home. Missing assignments will only be accepted if they are completed at school. *(This becomes a fairness and responsibility issue as well. It is part of the homework process for students to return the homework to school.)*
4. Arrangements for transportation home will be made through the office.
5. If a student, with parent input, makes the decision to not stay before/after school to complete missing/incomplete work, student has the option of taking the grade earned from work completed or receiving a zero for no work. No additional class time will be used to finish late assignments.
6. If a Before/After-School Detention has been cancelled due to meetings, early-outs, or other reasons, the homework will be sent home with the student and it will be turned in at 8:15 a.m. the next morning.
7. Assignments will be graded and converted to an 80% maximum score.
8. Students are allowed to leave when work is completed. They must remain inside until transportation is provided.
9. Assignments not turned in at the end of Before/After-School Detention will result in a zero (0) grade.
10. Students involved in extra-curricular activities will report to their given areas at 4:00 p.m., or when the Before/After-School Detention is finished if sooner.
11. Before/After school sessions will be held daily Monday through Friday.
12. Assignments must be completed on the day they are due. No credit will be given after the due date.

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. 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.

D. 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 __Superintendent__ 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 (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. *E-mail 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.

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 or Technology System

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 or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

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.

Osage R-1 Elementary School-Wide Positive Behavior Support

It's the "Pirate Way"

Dear Families,

The children and teachers at Osage R-1 Elementary are using Positive Behavior Intervention Support (PBIS) to focus on learning. As your child's educational team, we strive to communicate our behavioral expectations in positive, clear ways. We will teach those expectations in the same way we teach math or science.

Our PBIS Team will meet monthly to review behavior data in order to make positive changes in the learning environment at our school.

We are proud of our school's accomplishments and hope to continue this great progress towards having a school where children enjoy learning, teachers enjoy teaching, and parents enjoy visiting and being part of our team. We believe PBIS will help our school reach these goals.

Thank you for your support.

PBIS Team & Osage R-1 Staff

**Osage County R-1 Elementary School
Positive Behavior Support Mission Statement**



Our PBIS mission is to create an environment with safe, respectful, and responsible students who are life-long learners in an ever-changing society.

SW-PBIS Student Consequences for Inappropriate Behavior

1. **Reminder:** A verbal notice will be given to students indicating a violation of school expectations and/or responsibilities has occurred. Students will be reminded of the expected behavior and given the opportunity to correct the behavior before further action is taken.
2. **Safe Seat:** The student will be sent to the “safe seat” in the classroom to regroup and gather their thoughts. A “think sheet” will be completed if the teacher feels it is appropriate.
3. **Buddy Room:** The student will be sent to a different classroom to regroup and gather their thoughts. A “think sheet” will be completed on why the student is there, what is their responsibility, and how can they change that behavior. The student will be in the buddy room for no longer than 15 minutes to gain control and return to his/her classroom.
4. **Office Referral:** The student will be sent to the office to conference with the principal if the problem behavior does not improve and the school discipline code could be enacted at this time.

In some incidences an office referral happens immediately, which will bypass the reminder, safe-seat, and buddy room per PBIS steps.

Chamois Elementary School Discipline Code

Purpose

The Osage R-1 School District requires teachers and administrators to maintain good discipline in our schools. In order to accomplish this requirement, specific guidelines and consequences, approved by the Board of Education have been assembled.

Available Disciplinary Consequences

A disciplinary consequence shall be the student's compensation for performing deeds contrary to the Discipline Code. Consequences may include:

- **Before/After-School Detention**
- **In-School Suspension**
- **Saturday Detention**
- **Out-of-School Suspension/Expulsion**
- **Corporal Punishment**
- **Other Means**

Before/After-School Detention

After-School Detention is a consequence for committing a minor disciplinary infraction. The student/parent will be notified on the day before when he/she must stay for an After-School Detention, so that the student may arrange for transportation to school. Students who are assigned a Before-School Detention will be at school by 7:30–8:15 a.m. and After-School Detention students will remain at school from 3:03–4:00 p.m. After-School Detention will be held Monday-Friday. Any student failing to stay for a Before/After-School Detention will be assigned a longer detention time.

In-School Suspension

The In-School Suspension will be when a student is placed in a monitored room that is isolated from the school population for all or part of the school day. Students are not allowed to talk and will be required to work on academic endeavors. Extra assignments will be given if regular assignments are not available or if all work is completed during the time the student is in ISS.

If a student blatantly breaks the ISS rules or disrupts the ISS environment, he/she will be subject to further disciplinary consequences. This action will include from one (1) to ten (10) day(s) of Out-of-School Suspension.

Saturday Detention

Students must report to Saturday Detention at 8:00 a.m. and stay until 12:00 noon. A parent must sign the student in and out of detention. 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 detention. Work may include reading a book, magazine, or newspaper that is educational, not recreational. Students will be allowed on break to use the restroom and get a drink during the detention session. Students will speak directly to the detention supervisor only after given permission.

Students will not sleep or lay their head down on their desk, talk unless given permission from detention supervisor, talk to other students, doodle, or draw pictures unless completing an assignment. No food or beverages will be allowed during the detention session.

Tardiness will result in further discipline. Failure to attend detention or showing up late will result in two Saturday detentions. Failure to attend make-up detentions will result in one day of OSS and two Saturday detentions.

Out-of-School Suspension (OSS)

When other disciplinary consequences have failed, a student can be suspended from school for one (1) to one hundred eighty (180) day(s). 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). The principal may suspend a student out-of-school for up to ten (10) days. The superintendent shall suspend the student for a period not to exceed one hundred eighty (180) days. In the case of a student suspended for more than ten (10) 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 Osage R-1 School District’s Board of Education will decide whether or not the student will be readmitted into school or expelled.

Corporal Punishment

When counseling and other consequences fail to be effective on student behavior, one to three (1-3) swats may be given with a paddle by the principal or superintendent, as a consequence to correct behavior. The parent or guardian of the student will be notified/present to witness the paddling; other school personnel may also be present to witness.

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.

Solving a Discipline Problem

Students will be held responsible for his/her own behavior. They will be expected to follow school rules for safety and benefit of all. If infractions occur and they are referred to the office, a consultation with the principal will be arranged and consequences will be dealt with according to severity (see Handbook). Any time a child is sent to the office, a call home will be made, not to have parents act on this, but keep line of communications open between home and school. Our goal is to place the responsibility on the child without creating a problem for anyone else.

Discipline Code

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

First Offense:	The student will be suspended 1-10 school 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 /Parent notification
Second Offense:	The student will be suspended 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 /Parent notification

Abuse (Physical)

Physical/Bodily Abuse of School Staff:

First Offense: 1-10 days Out-of-School Suspension/Parent notification

A Safe-Schools Report will be filed.

Second Offense: 10-180 days Out-of-School Suspension/Parent notification

A Safe-Schools Report will be filed.

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

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 (Verbal)

The Osage R-1 School District will not tolerate a student being verbally abusive to a teacher, administrator, or other staff member, (or spouse thereof). The school district reserves the right to discipline students that violate this policy after school hours and/or off of school property.

Back-talk/Cursing:

First Offense: 1 Saturday Detention/Parent notification

Second Offense: 2 Saturday Detentions/Parent notification

Third Offense: 1 day Out-of-School Suspension

Threatening/Belligerence:

First Offense: 1-5 days Out-of-School Suspension/Parent notification

Second Offense: 1-10 days Out-of-School Suspension/Parent notification

Third Offense: 10-180 days Out-of-School Suspension/Parent notification

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

Alcohol/Drugs

The Osage R-1 School District considers alcohol to be an illegal drug for any student under the age of twenty-one (21). 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:

First Offense: 10-180 days Out-of-School Suspension/Parent notification

Second Offense: Expelled for 180 days/Parent notification

A Safe-Schools Report will be filed.

Arson

Intentionally starting a fire or causing an explosion with the explicit purpose of damaging school property will face the following consequences:

First Offense: 10-180 days Out-of-School Suspension **or** Expulsion for a minimum of 180 days/Parent notification

Assault

The Osage R-1 School District's Board of Education defines assault as any 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 is criminal offenses.

- First Offense:** 1-3 days Saturday Detention **or** 1-180 days Out-of-School Suspension (or Expulsion, depending on the severity)/Parent notification
A Safe-Schools Report will be filed.
- Second Offense:** 1-10 days Out-of-School Suspension **or** 1-180 days Out-of-School Suspension (or Expulsion, depending on the severity)/Parent notification
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 during school time, at a school sponsored activity, or in a school related context. Bulling 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 by any means including telephone, writing, cyber bullying, 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 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, expulsion, and law enforcement contacted.

Cell Phone Use

Cell phones will not be allowed at school. Per MSHSAA Policy #27, cell phones are not allowed in classrooms or bathrooms. Cell phones brought to school must be turned off and stored in the principal's office. **Emergency use with permission from the office may be allowed.** Any student caught using a cell phone, including text messaging, or having cell phone ring/vibrate in class will have the phone immediately confiscated and turned in to the office.

- First Offense:** Confiscation of device. 1 Before/After-School Detention
Parent retrieval of phone from school office.
- Second Offense:** Confiscation of device. 1 Saturday Detention
Parent retrieval of phone from the school office.

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/her job, shall face strict consequences.

First Offense:	1 After-School Detention/Parent notification
Second Offense:	2 After-School Detentions/Parent notification
Third Offense:	1 Saturday Detention/Parent notification
Fourth Offense:	2 Saturday Detentions/Parent notification

Dishonesty

Any act of lying, whether verbal or written, including plagiarism and forgery. 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.

Cheating/Plagiarism

First Offense:	Conference with principal and the student(s). Will receive grade of "0" for the assignment/Parent notification
Second Offense:	1 After-School Detention. Will receive grade of "0" for the assignment/Parent notification
Third Offense:	1 Saturday Detention

Forgery

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

First Offense:	1 After-School Detention/Parent notification
Second Offense:	1 Saturday Detention/Parent notification
Third Offense:	2 Saturday Detentions/Parent notification

Disrespectful or Disruptive Conduct/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 or that materially and substantially disrupts classroom work, school activities, or school functions. (See Board Policy PRF 2130 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 gesture, 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, and kissing. The penalties for this behavior in hallways, classrooms, buses, or during school related activities are:

First Offense:	1 After-School Detention/Parent notification
Second Offense:	2 After-School Detentions/Parent notification
Third Offense:	1 Saturday Detention/Parent notification
Fourth Offense:	1 day Out of School Detention

Disrespectful Conduct Toward a Teacher/Staff

Showing conscious, disrespectful behavior, refusal to work, or challenging authority toward an administrator, teacher, or staff member will not be tolerated. The consequences for these behaviors are:

First Offense:	2 After-School Detentions/Parent notification
Second Offense:	1 Saturday Detention/Parent notification
Third Offense:	1 day Out-of-School Detention/Parent notification

Dress Code

The following article(s) of clothing will not be allowed during school or during school related activities:

- Shirts that do not cover the midriff, low-cut shirts, revealing tank-tops, “A-Shirts,” or any shirt that does not have adequate body coverage including shirts with sleeves removed revealing chest or undergarments. See through clothing.
- Clothing with writing on the seat of the pants.
- Clothing and accessories with obscene, vulgar, profane, rude, suggestive, or otherwise inappropriate design or lettering appearing anywhere on the body.
- Caps, hats, bandannas, or other forms of head dress may be worn outside **ONLY** unless otherwise given permission. They must be worn in the forward position only.
- Clothing with holes in inappropriate areas.
- Shorts length will be measured to finger tip length with arms down by sides.
- Pants, jeans, shorts that are worn off the hips (no undergarments showing).
- Spaghetti strap shirts.
- Open-backed shirts.
- Chains
- Unsafe sharp objects (pins, jewelry, etc).
- Excessive jewelry.
- Any excessive body art (tattoo, hair color, etc).
- Shoes must have a strap behind the heel. Flip-flops, sling back shoes, or any shoe without a strap behind the heel are not allowed. Shoes with more than a 1-inch heel are not permitted for safety purposes.

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.

First Offense:	Removal, turning inside out, exchanging, or covering clothes in question or confiscation of accessories/Parent notification
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Extortion

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

First Offense:	1 Saturday Detention/Parent notification A Safe-Schools Report will be filed.
Second Offense:	2 Saturday Detentions/Parent notification
Third Offense:	1-10 days Out-of-School Suspension/Parent notification A Safe-Schools Report will be filed.

False Alarms

Tampering with emergency equipment, setting off false alarms, activating the intercom system, or 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.
1-10 days Out-of-School Suspension/Parent notification
A Safe-Schools Report will be filed.
- Subsequent Offense:** Restitution.
10-180 days Out-of-School Suspension/Parent notification
A Safe-Schools Report will be filed.

Fighting (See also Assault)

Fighting is a mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Fighting will not be tolerated at school, whether on school grounds or at school activities. In the event that a fight should occur, all efforts will be made to determine who initiated the first physical contact or “who struck first”. 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:** 1-3 days After-School Detention
First Offense: 1-3 days Out-of-School Suspension
Second Offense: 3-5 days Out-of-School Suspension
**Third Offense OR
Major Fight:** 5-180 days Out-of-School Suspension (or Expulsion)/
Parent notification
A Safe-Schools Report will be filed.

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

Fireworks

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

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

Food and Beverages

No food or beverages will be allowed in the hallway after 8:15 a.m. Beverages brought to school must be in a clear, plastic container. No food and/or beverage taken from the cafeteria to be eaten in the classrooms. Food and beverages in classrooms will be decided by individual teachers. Under special circumstances the principal or superintendent may allow exceptions.

- First Offense:** 1 After-School Detention
Second Offense: 2 After-School Detentions
Third Offense: 1 Saturday Detention

KAHFOOTY/“Hands Off” (Keep all hands, feet, and other objects)

Many situations happen when students have their hands on another student such as pushing, shoving, holding, sitting, “horseplay”, “scuffling”, or “jokes”. Also includes actions involving physical contact where injury may occur (hitting, punching, pinching, spitting, biting, hitting with an object, kicking, hair pulling, and scratching). The purpose of the Kahfooty is to make all students responsible to refrain from contact or actions that may harm or bother others. 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:	1 After-School Detention/Parent notification
Second Offense:	2 After-School Detentions/Parent notification
Third Offense:	1 Saturday Detention/Parent notification
Fourth Offense:	2 Saturday Detentions/Parent notification
Fifth Offense:	1 day Out-of-School Suspension/Parent notification
Sixth Offense:	2 days Out-of-School Suspension/Parent notification

A Safe-Schools Report will be filed according to the severity of the offense.

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.

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

A Safe-Schools Report will be filed.

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 Saturday Detention/Parent notification

Second Offense: 1 day Out-of-School Suspension/Parent notification

Third Offense: 2-5 days Out-of-School Suspension/Parent notification

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.

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. Students not returning from break time or other errands from class in a timely manner will be considered “Out of Bounds.” Any students on school grounds after school without permission or without parent supervision, will be considered **Out of Bounds**.

First Offense: 1 After-School Detention/Parent notification

Second Offense: 2 After-School Detentions/Parent notification

Third Offense: 1 Saturday Detention/Parent notification

Prohibited Articles for School

To help eliminate class disruption, no toys, or any type of cards such as Pokemon cards will be allowed to be brought from home unless arrangements have been made through the homeroom teacher. Consequence for prohibited items:

First Offense: A teacher or administrator will confiscate the article and it will be sent home at the end of the day.

Second Offense: Article will be kept and allow parent to pick up at their convenience.

Technology Misconduct (see Board Policy 6320)

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:** Loss of user privileges, ISS, or 1-180 days of OSS/
Parent notification
- Subsequent Offense:** Loss of user privileges, 1-180 days of OSS/
Parent notification

Theft

Any student who steals from other students, teachers, or the Osage R-1 School will return or replace the item(s) taken. If appropriate, the proper law enforcement officials will be notified. Also, additional disciplinary action may be taken if the principal deems it necessary.

- First Offense:** 1 day Before/After-School Detention/Parent notification
- Second Offense:** 3 days Before/After-School Detentions/Parent notification
- Third Offense:** 1 Saturday Detention

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, 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.

- First Offense:** 1 Saturday Detention/Parent notification
- Second Offense:** 2 Saturday Detentions/Parent notification
- Third Offense:** 3 days Out-of-School Suspension/Parent notification
- Fourth Offense:** 5 days Out-of-School Suspension/Parent notification

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.

Vandalism

All students at the Osage R-1 School will show respect for the property of others. Any act of misuse, property damage, or vandalism such as intentional destruction or attempted destruction of property will be dealt with harshly. Students involved in vandalism will pay the replacement or repair costs of the object or 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 firearms 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.

First Offense: 1 calendar year suspension or expulsion
A Safe-Schools Report will be filed.

- (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 another person; any instrument or device used to inflict physical injury to another person.

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

In School Suspension Policy

A student may be assigned to ISS for part of a class period, a full class period, or for several days per administrator discretion.

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 are 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.

After the Third Suspension or after an Expulsion, the student and parent or guardian may file an appeal concerning the decision, to the Osage R-1 School District's Board of Education.

Summary of Missouri Safe Schools Act

The policy of the Osage 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.

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 to 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