



*School of the  
Osage  
High School*

**Principal: Mr. Michael Williams**  
**Assistant Principal: Mr. Bryce Durnin**  
**Counselor - Grade 10-12: Mrs. Haley Arnold**  
**Counselor - Grade 9 & A+ Coordinator: Mrs. Joan Harrell**  
**Athletic Director: Ms. Cyndy Hoffman**

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**[www.osage.k12.mo.us](http://www.osage.k12.mo.us)**

**Mascot – Osage Indians      School Colors – Maroon & White**

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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# ***WELCOME***

Parents and Students,

It is with pleasure that we welcome you to a new school year at School of the Osage High School. We are looking forward to a great year, and encourage every student to take full advantage of the numerous academic, vocational, athletic and extra-curricular opportunities that are available. Numerous programs and organizations exist within our high school which provides students with opportunities to succeed, both in and outside of the classroom.

Having the accolade of “Accredited with Distinction” since 1998, our school district enjoys an excellent reputation with a caring faculty, staff, administration, and board of education which are committed to a community of learning.

The responsibility for educating our youth and attaining the goals of our high school ultimately rests on the entire educational community. We acknowledge that parents and school personnel “working together” is critical for the success of the education of children. School of the Osage High School will always make every effort to cooperate with you to promote success in the students of the high school. We welcome your input and hope that you will be satisfied with the educational environment provided. It is our mission to assist all students achieves their educational goals and we appreciate the opportunity to involve you and your child in that quest.

*Mr. Michael Williams – Principal*

*Mr. Bryce Durnin – Assistant Principal*

## SCHOOL CALENDAR 2009-10

Aug. 20	First Day of School
Sept. 4	Early Dismissal
Sept. 7	No School (Labor Day)
Sept. 25	Early Dismissal
Oct. 27 & 29	Parent/Teachers Conferences
Oct. 30	No School
Nov. 4	Early Dismissal
Nov. 25 – 27	Thanksgiving Break
Dec. 23 –Jan.1	Christmas Break
Jan. 18	No School Martin Luther King Day
Feb. 15	No School, Presidents Day
Feb. 24	No School, Teacher Workshop
Mar.11&16	Parent/Teacher Conferences
Mar. 19	No School
Mar.29- Apr.2	Spring Break
May 20	Last Day – Early Dismissal

## MAKE-UP DAYS

1. May 21st
2. February 15th
3. May 24th
4. May 25th
5. May 26<sup>th</sup>
6. May 27th
7. May 28th

## REGULAR BELL SCHEDULE

### **Class Schedule**

8:05 – 9:34 – 1<sup>st</sup> Period  
9:39 – 9:59 – Contact Time  
10:04 – 11:33 – 2<sup>nd</sup> Period  
11:38 – 1:34 – 3<sup>rd</sup> Period (Lunch)  
1:39 – 3:10 – 4<sup>th</sup> Period

### **Lunch Schedule**

11:33 – 11:57 – First Lunch  
12:05 – 12:29 – Second  
12:37 – 1:01 – Third Lunch

## EARLY DISMISSAL BELL SCHEDULE

### **Class Schedule**

8:05 - 8:50 – 1<sup>st</sup> Period  
8:55 – 9:40 – 2<sup>nd</sup> Period  
9:50 – 10:40 – 3<sup>rd</sup> Period  
10:45 – 12:00 – 4<sup>th</sup> Period

### **Lunch Schedule**

10:35 – 11:00 – First Lunch  
11:05 – 11:30 – Second  
11:35 – 12:00 – Third Lunch  
**CHANGE to match faculty  
handbook for 2010-2011**

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## **SCHOOL OF THE OSAGE R-II SCHOOL DISTRICT MISSION STATEMENT**

School of the Osage R-II District shall provide a safe learning environment in which all learners have equal and diverse opportunities to develop the knowledge, technological competencies, problem solving, critical thinking, social awareness skills and character traits necessary for them to become productive adult citizens in a democratic society and global world.

## **ANTI-DISCRIMINATION LAW COMPLIANCE**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer. Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

## **SAFE SCHOOL INFORMATION**

As we were certainly made vividly aware by September 11, heightened preparedness is a necessity. We want you to be aware that School of the Osage has made many preparations to deal effectively with emergency situations that could occur in or around the school while classes are in session. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. Our schools are safe; however, we continue to look at ways to make them safer. At all times, our first priority is to protect all students and staff from harm.

In order for our emergency-response plan to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees.

Therefore, we ask parents to observe the following procedures:

1. Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system be available for emergency communications.
2. Tune your radio or television to the same stations used for inclement weather reports for emergency announcements and status reports. You will receive instructions on where you should go and how/when you may be able to pick up your child.
3. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a safe location away from the school. You will be notified of this through the media bulletins.
4. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
5. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.

We are proud that each school in the School of the Osage is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or other aspects of our safety procedures, please contact our Safety Coordinator, Lori Sallee, at 365-4091.

Dr. Mary Ann Johnson  
*Superintendent of School*

# GENERAL INFORMATION

## BUILDING USE AND SCHOOL HOURS

The school day begins at 8:05 a.m. and the bus dismissal is at 3:10 p.m. The building will be open at 7:00 a.m. and close at 3:45 p.m. At that time any student still in the building must be under the supervision of a faculty member. At 7:00 a.m. the commons area will be open for students. The rest of the building will be closed to students until 7:50 a.m. In cases where it is necessary for a student to be in a classroom or the library before 8:05, the student should obtain a pass from a teacher.

The gymnasium will be closed to students at all times, except for Physical Education classes and athletic practices and events. Only participating athletes will be allowed in the gym during practice. No student is to use the gym or weight room without permission AND supervision. Students waiting after school must remain in the commons.

## FEES

Some fees are associated with selected courses in our curriculum. When students select these courses in their educational program, they are agreeing to participate in the activities of the course and pay the fees associated with those activities or projects.

## TEXTBOOKS & FEES

All textbooks are provided by the school and are the property of the school. Each student is responsible for the books issued to him or her. The student must pay for all lost or damaged books. All books must be returned to the issuing teacher at the end of the year for his or her assessment.

Textbooks not returned will be fined according to the following schedule:

New/first year loss = full price of current year cost

2nd year = 6/7 of price 5th year = 3/7 of price

3rd year = 5/7 of price 6th year = 2/7 of price

4th year = 4/7 of price 7th year = 1/7 of price

After seven years, the price remains the same if the text is not being replaced, or the price is based on used textbook price listings.

## LOCKERS

A locker will be assigned to each student for storage of books and supplies. ITEMS SUCH AS PURSES, WALLETS, CALCULATORS, OR ITEMS THAT HAVE PERSONAL VALUE TO THE STUDENT SHOULD NOT BE STORED IN LOCKERS. Locker assignments will be made prior to the beginning of school. DO NOT place a lock on the locker assigned to you. Students are encouraged to check out a lock from the office to use on their lockers. Only school locks will be allowed on school lockers.

### **CAFETERIA SERVICE**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced lunch is offered at a reasonable price. Students are to comply with the following rules:

1. Deposit all lunch litter in wastebaskets.
2. Return all dishes and utensils to the dishwashing area.
3. Leave the table and floor around your place in clean condition for others.
4. Remain in the cafeteria/commons area during the assigned lunch session.
5. No food is to be taken from the cafeteria/commons area.
6. Please have your lunch card out and ready to scan as you enter the food line.
7. If you do not have your lunch card you will not be allowed to go through the line until all students with cards have been served.
8. Money should be deposited in your account in the high school office.

### **REGULAR SCHOOL DANCES**

To attend a school sponsored dance, the following criteria apply:

1. An OHS student in good standing.
2. A student at another high school in 9<sup>th</sup> -12<sup>th</sup> in good standing.
3. Students must register out of school guests five school days prior to the dance.
4. High school dropouts may not attend.
5. Home school students and other students who are not currently in school for any other reason must be approved by the building administrator.
6. A list of students with out of school guests will be at the entrance to the dance. No out of school guests will be allowed that were not on the original list.
7. Once in the building, students are not permitted to exit the building without the approval of an administrator in attendance at the dance. Any student that leaves without permission will not be allowed to re-enter the dance.
8. Students must be in attendance the entire day to attend the dance. An approved absence must be verified by the building administrator.
9. All dress must be in good taste.

### **PUNGA-HAR-JO**

Pung Har Jo is sponsored by Lake Ozark Lions Club with help from Osage High School.

#### Eligibility for Attendance

1. Any Osage High School student who is currently enrolled in grades 9<sup>th</sup> through 12<sup>th</sup> at OHS.
2. Osage graduates are approved. However, Osage graduates must **ALSO** have a dance request form turned in to the office by the required deadline.
3. Only OHS Juniors and Seniors may invite out-of-school guests.
4. No junior high students will be allowed to attend.

#### Pung-Har-Jo Guest Eligibility

Guests must have graduated or be currently enrolled in school (Grades 9-12).

1. He/she cannot be under suspension from their current HS.
2. If the guest obtained a GED, a copy of the GED must be turned in to the office the same day the "Dance Guest Request Forms" are due.
3. All guests must also have a "Dance Guest Request Form" completed and returned to the OHS office by the selected date. All information must be printed clearly. If it is not returned by this date, the student will not be allowed to attend the dance. There will be NO exceptions made.
4. Home schooled students may be approved by the HS administration.
5. No one over 20 years of age may attend.

#### Pung-Har-Jo Event Rules

1. Guests must have a photo ID to present at check-in the night of Punga-Har-Jo.
2. Appropriate dress is mandatory. Gentleman must wear a tie. Denim or jeans will not be allowed.
3. OHS students who have been assigned a Saturday School Detention immediately prior to the event must be in attendance. Students who are dismissed from Saturday School because of behavior will not be allowed to attend Punga-Har-Jo.
4. All OHS students must be in attendance the day proceeding Punga-Har-Jo.
5. All students and their guests will be required to both sign-in and sign-out during Punga-Har-Jo.

#### Punga-Har-Jo Honorees

- 1) Honorees eligibility rosters will be posted prior to the event. Please check the office window to insure its accuracy.
- 2) To be eligible for a honoree you must:
  - a) Have attended all previous Punga-Har-Jos for which you were eligible.
  - b) Have attended School of the Osage for the past four semesters – including the current semester.

#### **DIRECTORY INFORMATION**

Directory Information may be released. Directory Information includes the following: student's name, parents' names, address, telephone number, date and city of birth, participation in officially recognized activities and sports, including audiovisual or photographic records of openly visible activities..., weight and height of members of athletic teams, dates of attendance, degrees & awards received, most recent previous school photograph including photograph or digital image of regular school activities. Unless notified to the contrary in writing within ten (10) school days of the receipt of this handbook the school district may disclose any items designated as Directory Information without prior written consent.

#### **FIRE, TORNADO, EARTHQUAKE DRILLS**

We will conduct periodic severe storm drills during the year. An announcement will be given over the intercom system or through the use of a

portable air horn. Special emphasis will need to be made to insure seriousness on the part of the students during these drills.

Each classroom has the emergency drills posted on the bulletin board. Please take time to review this in every room that you frequent. Please go to the designated area and kneel with your hands covering your head.

#### **FOOD AND BEVERAGES**

Students are not to have soda, juice, coffee, or other drinks in the hallways and classrooms before the school day starts and during the school day. Any open container drinks or bottles are not to be brought into the building before school starts. If the container is open, it is to be “pitched” in a trash can prior to entering school. Re-closeable bottles may be returned to the lockers.

It is recognized that students must leave and return to school for activities and practices after school hours and on weekends, and that they often wait in the Commons. The above guidelines do not apply to after school hours and weekends. However, students are not to have drinks in areas near computers.

#### **SCHOOL CLOSINGS-----“INCLEMENT WEATHER”**

There may be times throughout the school year that weather conditions may cause school to be canceled. If school is canceled, the local television and radio stations will be notified as soon as possible.

Note: Please do not call the radio station or homes of school personnel to find out about school closings.

#### **SCHOOL RESOURCE OFFICER**

The Osage Beach Police Department and School of the Osage will continue to provide a school resource officer. The officer serves as the School Resource Officer for the High School and the Upper Elementary. The basic outline of duties for the SRO includes investigating crimes that occur within the school and on school property, creating a positive role model for students, creating a link between law enforcement and the students, and being a resource for parents, staff, administration, and students in regards to law enforcement and community problems.

#### **SEARCHES BY SCHOOL PERSONNEL**

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

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student’s automobile on school premises may be searched if a school administrator has reasonable suspicion to believe

that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

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

#### **VISITORS TO THE BUILDING**

Visitors are welcome in the schools; however, every effort must be made to avoid any disruption of classroom instruction. Any information about the school may be obtained from the principal's office. No visitor should go into a classroom, library, or other areas of the building before obtaining a visitor's pass from the principal's office. In order to protect instructional time the high school discourages the practice of student visitors attending class. Only emergency cases will be considered

#### **WEAPONS ON SCHOOL GROUNDS**

Students, Parents, and Patrons: School of the Osage makes school safety a top priority. Therefore, firearms and other weapons are strictly prohibited on all district property or at any school event by school board policy.

## **ACADEMICS STUDIES**

#### **GRADING SCALE**

The following grading scale below will be used by all high school instructors:

A	100 – 95	C	76-73
A-	94 – 90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59- below

#### **GRADING SYSTEM**

Report cards are issued to the students at the end of each quarter, which consists of nine weeks. The following system will be used for grading subject matter:

- A = Excellent
- B = Superior (above average)
- C = Average
- D = Inferior (below average)
- F = Failure
- I = Incomplete
- NC = No Credit

The semester grade will be determined by accumulating points for the entire 18-week semester. The quarter grade will be a progress report showing where the student is achieving at that time. Grades will be determined by five factors: tests, assignments, special projects, class participation and attendance. The class participation grade will be a subjective teacher opinion of how much the student participates in class discussion and activities. The majority of this segment of the grade is based on in-class activities. It will not be possible to make up the class participation grade in case of absence.

All grades other than courses that are on a pass/fail system and correspondence courses will count in the computation of each student's grade point average. All incomplete grades must be completed within ten days of the end of the grading period unless arrangements are made with the principal.

### **HONOR ROLL**

To be eligible for the Honor Roll a student must have a 3.000 average for the grade interval. A student may not receive more than one "C" grade and be included on the Honor Roll. Honor Rolls include:

- 4.0 = Excellence Honor Roll**
- 3.5 – 3.99 = Special Honor Roll**
- 3.0 – 3.49 = Principal's Honor Roll**

### **VALEDICTORIAN, SALUTATORIAN, AND CLASS RANK**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student with the highest grade point average as computed at the end of eight (8) semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of eight (8) semesters of high school work.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutatorians will be honored.

To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Osage High School in the beginning of the first semester of the junior year and shall be continuously enrolled on a **full-time** basis until the end of the second semester of the student's senior year. A student who graduates at the end of the seventh semester is not eligible to be recognized in the "top ten" ranking for ceremonial purposes. To be eligible for valedictorian or salutatorian honors a student must also fulfill all requirements for the Advanced Academic Diploma.

### **STUDENT CLASSIFICATION**

Classification standards for course enrollment for the year are listed below. To be classified as a:

- Sophomore you must have at least 5 credits.
- Junior you must have at least 13 credits.
- Senior you must have at least 20 credits.

### **COLLEGE VISIT**

A senior may miss up to five days during his/her senior year for the purpose of visiting a college. These days would be counted toward the five prearranged days allowed per school year. Applications must be approved by the principal five days prior to the visit. Students must return a signed confirmation of the visit by an official of the college. Approved college visits will not count against the student's attendance record.

### **CORRESPONDENCE CREDIT**

A maximum of 2 units of correspondence credit from the University of Missouri or another approved accredited institution may be accepted toward meeting the graduation requirements. Students may request to enroll in correspondence credit beginning their junior year. Correspondence courses shall be the same subject areas as the courses provided by Osage High School.

Correspondence courses may not be used to meet the requirements for early graduation or for meeting the criteria for the College Preparatory and Presidential Academic Fitness Certificates. Students are responsible for payment of fees and books for correspondence courses. All grades from correspondence courses must be received in the guidance office of the high school by the end of the first week of May in order for the student to participate in graduation ceremonies.

### **FINAL EXAMINATIONS**

Final examinations are to be administered in all high school classes at the close of each semester. The final examination should be comprehensive in nature.

### **TEACHER QUALIFICATIONS**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

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

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified

# ATTENDANCE POLICY AND PROCEDURES

Consistent school attendance is an absolute prerequisite for success in each class. The responsibility for appropriate attendance lies with the student and parent or guardian.

## ABSENTEE VERIFICATION

When an absence is unavoidable, the parents of the student should call the school office at 365-0115 between 7:30 am and 9:00 am on the day of the absence to advise us of the reason for the absence. Likewise, it is required that the student bring medical verification when he/she has seen a doctor. The secretary will place this information in the student's file.

## EXCUSED ABSENCES

Examples of unavoidable or excused absences are as follows: The office must be notified within 48 hours of a student's return for an absence to be considered excused. Saturday school referrals or detention may be appropriate if there are continuous unexcused absences.

1. Illness or injury of the student, with written excuse from parent or verbal confirmation to the school office.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written or verbal excuse from parent (written appointment confirmation by medical provider required after 10 absences).
4. Funeral, with written excuse from parent.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, 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.
8. Other absences arranged with approval by the Principal.

## UNEXCUSED ABSENCES

The following are examples of **unexcused student absences**: (No make-up work allowed for credit.)

1. Missing school more than one time per semester because of car problems. (The student will be excused one time if he/she arrives to school shortly after the start of the day.)
2. Missing the bus (unless due to road or weather conditions).
3. Shopping
4. Student Employment, unless in an approved C.O.E. program.
5. Needed at home for various reasons.

6. Out-of-town trips except medical and dental appointments, unless arranged with parents.
7. Haircuts, hair appointment, senior pictures and tanning bed appointments.
8. Skip day (truancy)
9. Out of School Suspension. (See page 17)
10. Unverified absences. (These will remain unexcused if there is no parental contact by the second day days after the student returns to school.)
11. Missing for vehicle repair or licensing.
12. More than a total of ten periods of absence in a class without a doctor's excuse.
13. Prearranged days greater than five (5) per school year will be counted as unexcused unless the absences are excused by the Board of Education.
14. Any unexcused tardy that exceeds one-half the class period will be considered an unexcused absence.
15. Other absences not approved by the administration, or not considered excusable.

#### **PRE-ARRANGED ABSENCES**

Students may prearrange absences by having a parent notify the office prior to the date of absence. The student will pick up a prearranged form from the office and he/she is responsible for contacting the teacher of the classes missed and determining what assignments or tests are to be made up.

Students are allowed the same number of days to make up their work as they were absent from school. Any work missed while absent and not turned in by the date required by the class teacher will be recorded as a zero and so averaged in the student's semester grade.

A maximum of five (5) days per year may be prearranged. The five (combined total) prearranged absences include absences for a college day, trip with parent(s), family activities, prearranged vacations, and participation with church, 4H Clubs or other educational or religious activities. Prearranged absence forms must be signed by the parent, teacher, and principal before the prearranged absence is approved.

#### **MAKE-UP WORK**

Students are expected to complete assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding timeframe in which missed work may be completed. Attendance and participation are part of a successful learning experience, so students with more than nine (9) excused absences or any unexcused absence in any class in a semester will be issued an academic penalty in form of grade reductions.

When a test or any other assignment has been announced prior to an absence, the student will be required to take the test the day he or she returns. Long term assignments may be due on a specific date and the student will have to have the assignment turned in on that date regardless of student attendance. If the student was absent the day the test was announced, (s)he will not be required to take the test immediately upon return to school. In the latter case,

the teacher has the discretion of giving a substitute test. Normally, students will have one day to make-up class work and tests for each day of absence. See attendance policy for details.

#### **ATTENDANCE GRADE**

A student must be present at every possible class meeting during a semester for a class to be considered complete and credit issued. All unexcused absences, see following lists, will cause a student not to be allowed to make up work. All teachers will have one grade which is the **equivalent to 15-25% of the total points for the semester** dedicated for attendance. All students will receive 100% credit for that attendance grade if they are present every day.

1. A student who has an excused absence may complete make-up work and receive a grade for that day of absence.
2. A student who has an excused absence and fails to complete make-up work within the proper time limit will receive a deduction of 5% for that attendance grade.
3. A student who has an unexcused absence will receive a 20% deduction for every day of unexcused absence from the attendance grade.
4. Suspension days will be counted as unexcused absences and the appropriate deduction from the attendance grade will be enforced. There will be no make-up for days of out of school suspension.

#### **SIGNING OUT OR IN DURING THE SCHOOL DAY**

1. A student leaving school during the day must sign out in the office. The student must have his/her parents call or a written a note indicating permission to sign out.
2. **We have a closed lunch period. Students are not permitted to sign out for reasons other than what is permitted as an excused absence.** (Refer to attendance Rules and Policies for excuses absence list.)
3. Students returning or arriving late to school must report to the office to sign in.

#### **TRUANCY**

A student is truant if, after leaving for school and does not attend school, or if he leaves the school grounds during school hours without permission from the office. Likewise, a student is truant if he does not attend a class when at school. The student will not be permitted to make up work in classes from which he is truant for credit. Truancies are counted in the total number of days absent.

#### **APPEALS PROCESS**

Recognizing that extenuating circumstances beyond the student's control might exist, a student who has one or more days of unexcused absence may appeal for the chance to complete make-up work **at Saturday School** to the high school assistant principal. If the assistant principal determines the unexcused absences were beyond the control of the student, a one-day extension may be granted. In the event that the student is absent again during the same semester, the assistant principal will not grant an extension, and

make-up work will not be issued. At that time the student may appeal to the Faculty Attendance Committee. The appeal may be made by the student and/or parent or guardian. All may be present at the hearing to present the circumstances that led to the excessive unexcused absences. The Faculty Attendance Committee, by **majority vote, may grant an extension of one day to the student** or may deny the appeal. If an appeal is denied, further appeals may be directed in the following sequence: Principal, Superintendent of Schools, Board of Education. A student who misses a scheduled meeting with the attendance committee may be referred to the next person in the appeal process or be denied the appeal in absentia. Once an appeal is denied, in any period, the assistant principal or committee will not see the student again during the semester.

#### **NOTICE TO LAW ENFORCEMENT**

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

#### **POSITIVE RESULTS FOR GOOD ATTENDANCE**

A student who misses no more than one day of school (combined total of 4.0 periods) during the year shall receive a free Activity Pass the following year. A senior who has such a record would receive a refund on any Activity Pass purchased the senior year of attendance.

Also, a student who does not miss a class more than two times a semester will not have the semester examination counted against him. The exam will be counted if it benefits the student. The number of absences cannot exceed a combined total of 16 absences in all classes for a full-time student. Part-time students are not eligible. A student's absence on the day of the final is counted just as any other class day.

## **GUIDANCE AND COUNSELING**

The counselors work directly with the students, parents, and teachers to provide services and to plan well for student education.

In the Counselor's Office you will find the following:

1. PERSONAL COUNSELING: A counselor is willing to assist you in making decisions about college, a vocation, or to talk with you concerning personal problems.
2. SELF-APPRAISAL: You may talk with a counselor concerning test results, achievement records, and other information you need in planning for further schooling and for the future.
3. OCCUPATIONAL AND EDUCATIONAL INFORMATION: You will find many pamphlets and booklets about trade schools, colleges,

scholarships, financial assistance and vocations. Come in and use them at your convenience.

To see a counselor you should ask for a pass which will excuse you from class. Try to schedule your appointment for a time when you will not miss too much class work.

No problem or need is insignificant. Your needs are why we are here. We will do our best to help. If your problem is not something we can help you with here at school, we will help you locate the person who can help. A student will have to make arrangements with his teachers for the purpose of meeting college representatives or military personnel. A student who abuses this privilege will have restrictions. The school also provides a college/career/military informational meeting in the fall.

### **SCHEDULE CHANGES**

#### **SEMESTER CLASSES**

Semester classes will not be dropped after the fourth day of classes. Teacher, counselor, parent, and principal must approve any transfer of class after that time.

Classes dropped after the fourth day will result in a grade of "F" for the semester, unless there is an unusual circumstance approved by the principal and counselor.

#### **YEAR CLASSES**

1. No required classes can be dropped.
2. An elective class may be dropped when the class is not being considered as a required course for graduation requirements. Teacher, counselor, and principal approval are needed as well as parent contact.
3. An elective class may be dropped when the student is having extreme difficulty and the teacher, counselor, parent and principal recommend dropping the class after the semester ends.
4. All other considerations will have to be examined separately by teacher, counselor, and principal.
5. A class cannot be dropped for the purpose of taking a correspondence course.

### **REPORT CARDS**

1. Report cards will be issued every nine weeks. These reports cards need not be returned.
2. The schedule for issuing grade reports will be published in the school calendar.
3. It is imperative parents display concern about grades to their son/daughter. Please look for your son/daughter's report card every nine weeks.

# Media Center

## ACCESS GUIDELINES

The media center is open from 8:00 a.m. to 3:30 p.m. every school day. The library is available to students and staff for research, study and pleasure reading. It can be used from home via the web: [www.osage.k12.mo.us](http://www.osage.k12.mo.us) the library access can be used from school or at home. Class visits, workshops and group meetings must be scheduled in advance with the librarian.

The conference rooms are open to students and staff for conferences with parents and recruiters, testing, study, one-to-one instruction, group projects and student meetings. The professional collection is housed in the conference rooms.

The workroom houses the collections of audiovisual software. We also have a Video Production room which is used for preview of audiovisual software, videotaping of broadcast programming, and equipment use instruction. The recording center is available to students and staff for audio and video production.

Student conduct in the media center will be held to the same standards as for the rest of the school facilities. A student who is disruptive, uncooperative or a vandal will be sent back to class or to the office, and he may have his library privileges suspended. A student who is responsible for the loss or damage of materials, equipment, furniture or other school property, either checked out to him or in the media center, will be required to pay for the loss or damage as required by school board policy. Every student, unless with a faculty member, must have a pass from a teacher.

## CIRCULATION

A student may have three books checked out at the same time.

The checkout periods are as follows:

Fiction Books	2 weeks
Non Fiction Books	2 Weeks
Reference Books including encyclopedias	overnight
Magazines and Videos	overnight
Newspapers	end of class

## FINES

Each student will have a five day grace period – the 25 cent per day fine will then be applied up to a \$5.00 per maximum. If an overdue item is lost, the student must pay for the original cost and the late charge.

## COPYRIGHT POLICY

The School of the Osage Board of Education directs the superintendent to develop administrative guidelines covering copyright practices and to inform all parties of this policy and guidelines. The Board adheres to the provisions of

copyright laws (P.L. 96-157, Section 7 (b) amending Section 117 of Title 17 of the United States Code) and its computer software licensing agreements. The use of district equipment or facilities for making illegal copies of copyrighted material in any format is prohibited. The principal administrators of each building in the district will post a warning notice on or near any equipment that could be used to reproduce copyrighted materials and will publish a statement in each administrative handbook regarding the teacher's responsibility to be familiar with copyright law. The Board reserves the right to refuse to defend or protect from legal actions any employee who violates, or is accused or suspected of violating, this copyright policy or other district licensing agreements.

## HEALTH SERVICES

### IMMUNIZATION LAW

State law prohibits the enrollment and attendance of children who are in noncompliance with the Immunization Requirements for Schoolchildren as determined by the Department of Health. Simply stated, "No shots, no school." All students entering for the first time are required to have proof of immunization against diphtheria, hepatitis B, pertussis, tetanus, polio, mumps, measles, and rubella. Varicella (or proof of disease) is also required for K-2nd graders. Please contact the school nurse for further information.

### MEDICATIONS

It is generally recognized that some students may require medications for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Physicians are encouraged to write prescriptions that provide for medications outside of school hours whenever possible.

The following procedures have been established regarding the dispensing of medication during school hours:

1. **Tylenol may be administered with the permission of a parent (on a student's emergency procedure form that is updated on a yearly basis)** The district shall obtain a physician's written order to cover the administration of Tylenol, which may be given for relief of pain or reduction of fever, until other arrangements may be made for the students.
2. **Prescription medications that must be taken daily during school hours must be in the original and current prescription bottle.** Both the parent and physician must sign an order for the school to administer the medication (ex: Ritalin, Dexedrine, Tegretol, bronchodilators, etc.). A written order must also be made by both the parent and physician when the medication is discontinued. Each order for medication must be renewed at least annually. Prescription medications also used on an "as needed basis", such as asthma inhalers and bee sting allergy medicine,

must also be accompanied by a signed parent's/guardian's and doctor's orders.

3. **Over-the-counter drugs will only be given with a doctor's and parent's written order.** Over-the-counter drugs must be in the original and current container.
4. **For short-term medications such as antibiotics, cough syrups, antihistamines,** etc., prescribed for acute illness, it will be acceptable for the school to use the current prescription label as a physician's order. It will also be necessary for parents to sign an order for the school to administer the medication(s).
5. **A physician may recommend that individual students with certain chronic diseases assume responsibility for their own medication as part of accepting self-care responsibility** (ex: inhalers for asthma, epi pens for severe allergic reactions). Parents/guardians and physicians must make a written request to the school for this arrangement and sign a waiver form which relieves the school of responsibility for this particular student's medication.
6. **It should not be necessary to give more than one dose of medication per day** during a school day unless a physician requests otherwise in writing.
7. **The following medications are kept in each school health office** and may be used for minor discomforts: Chloraseptic, Calamine Lotion, Visine, Bacitracin, antacids, hydrogen peroxide, Camphophenique, and Proxigel. ( A physician will write a standing order annually to cover the use of these medications.)
8. **All medications are kept in a locked medicine cabinet** in each school's health office and must be dispensed by either the nurse or designated individual.
9. **Controlled substances (ex: Ritalin, Dexedrine) shall be inventoried on the individual student medicine sheet upon receipt.** The date, number of pills received, parent/guardian signature and initials of person dispensing medicine shall be recorded.
10. **When possible, all unused, discontinued, or outdated medication shall be returned to the parent/guardian,** and the return will be appropriately documented. With parent/guardian consent, the school nurse may destroy medications as witnessed by another individual, and documented. All medications will be returned or destroyed at the end of the school year.
11. **The school may reject a request for administration of medication if it is judged inappropriate** by the nurse or administration following consultation with a prescribing physician, pharmacists, and/or physicians.

## **STUDENT TRANSPORTATION**

The bus ride to and from school is considered an extension of the school day. During this time students are under the supervision of the district's bus drivers in addition to school administration. Because every bus driver's primary responsibility is the safe transportation of students, the district has installed video systems to assist in monitoring behavior and safety. Failure to comply with the established regulations may result in school administrator discipline which may include the suspension of bus privileges. In addition to general safety practices, there are various state and district regulations which students must follow when riding the bus.

### **STATE REGULATIONS**

1. Students must be on time, the bus cannot wait beyond its regular schedule for those who are tardy.
2. Students should never stand in the roadway while waiting for the bus.
3. When crossing a road, students must do so 10 feet in front of the bus after making sure the road is clear.
4. Alcohol, drugs, weapons, tobacco products, animals, glass container, skateboards, or any items that are a danger to riders or others are not permitted on the bus.

### **DISTRICT REGULATIONS**

1. Obey the bus driver
2. Obscene language or gestures are prohibited.
3. Smoking is prohibited.
4. Throwing of materials from bus windows is prohibited.
5. Vandalism is prohibited.
6. Loud talking and unnecessary noises are prohibited.
7. No fighting
8. Students must remain seated while bus is moving.
9. Students must not extend the hands, arms, or head from bus windows.
10. Students must adhere to safety regulations.
11. Students may not ride any bus except their own without written permission from the building principal, assistant principal, district office or transportation office.
12. Display of or use of cell phones is prohibited and will be reported to the building principal.
13. Students should arrive at designated bus stops 5 minutes before the scheduled pickup time.

### **LCTC BUS**

All students who attend the LCTC are required to ride the bus provided by the Osage District. The bus will load in the front of the building. Students who have LCTC projects to deliver or work on must have a note from their parents and instructor to drive and are limited to four (4) times per semester. Policies about LCTC driving will be given

to the students and parents for their signatures. The LCTC bus will depart at 8:05 a.m.

## **NO CHILD LEFT BEHIND**

### **STANDARD COMPLIANT RESOLUTION PROCEDURE**

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

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. Complaints are to be submitted to the superintendent. (See the Board of Education Policy Manual KL and KL-AF located in the Superintendent's office, or the district's internet web page at [www.osage.k12.mo.us](http://www.osage.k12.mo.us)).

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact the local district or Department personnel.

## STUDENT DISCIPLINE

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff is required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 03/23/2000 Last Revised: 09/23/2002

Cross Refs: ECD, Traffic and Parking Controls

EGAAA, Reproduction of Copyrighted Materials GBH, Staff/Student Relations

Legal Refs: §§ 160.261, 167.161, .171, 171.011, RSMo.

Safe and Drug-Free Schools and Communities Act, P.L. 107-110

Beussink v. Woodland R-IV School District, 30 F.Supp.2d 1175 (E.D. Mo. 1998)

School of the Osage, Lake Ozark, Missouri

## STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school buses or at a school activity whether on or off school property.

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

This handbook not only defines all the offenses on the following pages, but explains what action will be taken if students choose to break a rule. Students are responsible for knowing the steps outlined in the policy and to also acquaint their parents with them. The disciplinary consequences listed for each offense may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances.

Any behavior on the part of the students that distracts from the educational processes of the school or adversely affects the health and/or safety of students is prohibited. This applies to extracurricular activities as well as those taking place during the school day.

All employees of the school district have authority to control incidents concerning student's actions at the following locations:

1. All bus stops.
2. Any place where students represent School of the Osage R-II School District.
3. In school, or on or around school grounds.
4. Any place where student's actions are directed at a staff member due to his/her relationship with school.

Before school, between classes, after school, and at all extracurricular activities, student conduct should reflect concern for others. Students are expected to respect each other, school staff members, and private property and school property.

We at Osage High School would prefer to prevent discipline problems rather than to punish the student after the problem occurs. We welcome hearing

from parents and will use all the resources of the school to help prevent problems.

#### **DISCIPLINE MEASURES – STUDENT RIGHTS**

It should be understood that the student does not deprive himself/herself of his/her constitutional rights on entering school, so long as he/she does not disrupt the educational process or impose upon, endanger, or deprive constitutional freedoms.

#### **DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a “serious violation of the district’s discipline policy” must be documented in the student’s discipline record in accordance with law. Policy JGF defines a “serious violation of the district’s discipline policy” as on (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than 10 school days.

#### **DETENTION**

The detention program is designed to deter specific behavior problems. The detention will be supervised by a classroom teacher and will be held from 7:15-8:00am before school and 3:15-4:00pm after school. These are scheduled on each Tuesday, Wednesday, and Thursday throughout the school year. Students who fail to attend the assigned detention will be referred to the office for further disciplinary action.

Procedures:

1. Transportation is the responsibility of the student and his/her parents.
2. Students will work on school assignments or assist with public service tasks. Sleeping, letter writing, talking, or refusal to work on school assignments will void the detention.
3. Food, beverages, radios, CDs, games, etc. will not be allowed.
4. Students who do not comply with rules will be assigned In-School Suspension.
5. When school is not in session students will be expected to serve the detention on the next scheduled day in which they are held.
6. Failure to attend a detention will result in the student being assigned two (2) detentions. Failure to attend either of these will result in an additional discipline referral.

## **SATURDAY SCHOOL**

The Saturday School program is designed to deter specific behavior problems. Hours for Saturday school are from 8:30 a.m. to 11:30 a.m.

Procedures:

1. Students are responsible for their own transportation.
2. Students will not speak to any other student or the instructor without permission.
3. Students are responsible for bringing all study materials and assignments.
4. Students will not be allowed to sleep.
5. No food or drink will be allowed.
6. No headsets, electronic equipment, games, etc. are allowed. Only appropriate educational items are allowed.
7. Rescheduling of Saturday school will be done only one time during the school year with notification from parent to building administrator.
8. Failure to attend or removal from Saturday school will result in two (2) days I.S.S.

## **IN-SCHOOL SUSPENSION**

This is used as a punishment for some of the offenses in the Student Discipline Code. It allows the student to remain in school and gives him/her the opportunity to complete assignments to maintain his/her grades. The student is assigned a minimum punishment of one (1) day in-school suspension (ISS) per offense. The student receives credit only for the time he/she spends in the ISS room. Credit is not granted for absences, doctor's appointments, being late or tardy to school, etc.

Procedure:

1. Principals are the only individuals that assign ISS. A student is assigned to ISS for violating one of the offenses in the Student Discipline code. This assignment begins on the next available date that space is available in the ISS room. Usually, the student is assigned ISS the day that they would normally return to the classroom of the referring teacher. Example: Referred by math teacher on Monday, then he/she is assigned is ISS to begin on Wednesday.
2. The student will report to the ISS room and bring paper, all his/her books, and pencils. He/she will not be tardy.
3. The student will be assigned a work cubical. The supervisor will read the rules and guidelines of ISS to the student each day.
4. The supervisor will provide the student his/her assignments one at a time. As the student completes the assignment, the student will raise his/her hand and the supervisor will collect the work. Assignments are provided by each of the student's teachers. The assignment may be longer than the normal classroom work to help occupy the time of the student during ISS.
5. The work is returned to the teacher for grading.
6. The ISS environment is quiet, no talking, no passing of notes, and the student is expected to remain in his/her seat. The student is expected to remain on task during the time he/she is in ISS.

7. Once the student has completed his/her time and assignments, the student will return to the normal classroom.
8. A student must serve the entire day in ISS, 8:05 to 3:10. Failure to serve the entire day will result in the ISS being rescheduled.

#### **OUT OF SCHOOL SUSPENSION**

Suspension is not something to be taken lightly. When a student is suspended, it is done after careful thought and investigation. Suspension from school will result when a student's actions endanger other students, when an individual's behavior interferes with the educational progress of other students, or when a student fails to respond to other disciplinary actions. Students suspended from school will not receive credit for missed assignments or tests. Student will not be allowed to be on school property or attend extra-curricular activities during the suspension period.

#### **EXPULSION**

Students suspended or expelled from public school, in state or out-of-state, and private schools may have that disciplinary action enforced in district schools when the student seeks enrollment. A conference is held with the superintendent/designee to determine if a prior suspension will be enforced after transfer to district schools. Expulsion is the removal of a student from the educational system and it requires Board of Education approval.

#### **PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in #160.261, RSMo, or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one of the following conditions exists:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

## **REPORTING TO LAW ENFORCEMENT**

It is the policy of the School of the Osage R-II to report all crimes occurring on school grounds to law enforcement, including, but not limited to the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under #565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under #565.024, RSMo.
3. Kidnapping under #565.110, RSMo.
4. First, second or third degree assault under #565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under #566.040, .070, RSMo.
6. Forcible rape or sodomy under #566.030, .060, .070, RSMo.
7. Burglary in the first or second degree under #569.160, .170, RSMo.
8. Robbery in the first degree under #569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under #195.211, .212, RSMo.
11. Arson in the first degree under #569.040, RSMo.
12. Felonious restraint under #565.120, RSMo.
13. Property damage in the first degree under #569.100, RSMo.
14. Child molestation in the first degree pursuant to #566.067, RSMo.
15. Sexual misconduct involving a child pursuant to #566.083, RSMo.
16. Sexual abuse pursuant to #566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

## **MISSOURI SAFE SCHOOLS ACT**

The Missouri General Assembly, in the session that ended in May of 1996, enacted a new statute that became law on August 28, 1996. It is referred to as the Safe Schools Act.

A part of this law requires school districts to distribute copies of their discipline policies to each student and parent or guardian at the beginning of each school year. The policy is also available for public inspection in the district's offices. The new policy is reasonably precise as it relates to possible actions when an infraction occurs.

The districts must define the term "acts of school violence" and any other act that constitutes a serious violation of the discipline policy. The district's policy must also include a provision prohibiting "weapons" which are defined in this policy.

Following is the discipline policy as it relates to the Safe Schools Act and other discipline procedures adopted by the Board of Education. The Board has some flexibility in some ways as it relates to a violation and appropriate corrective response. In some situations, however, especially as it relates to the weapons section, it has hardly any.

Please read the policy very thoroughly and encourage your children to read it as well. Some aspects of the statute do not relate to some children, especially younger ones, and there is no mention of student age in the Safe Schools Act.

Should you have questions concerning this matter, please contact the appropriate administrator.

### **STUDENT PARKING**

The visitor parking lot is located immediately in front of the building where there are posted signs. Students are not to park in this area. All student-owned vehicles are not to be moved until students are dismissed. Students are to enter school immediately after parking. Students will not be permitted to remain in their cars.

All student cars are to be parked in marked parking spaces in the lot in front of the building between the circle drive and Highway 42. Students may not leave the school grounds once they have arrived at school.

Parking on school grounds is a privilege that will be revoked if violations occur. Students who cannot enter or leave the lot at a reasonable speed will lose their parking privilege. The Osage Beach Police will regulate student driving. Faculty parking will be in the back of the building. There are to be no student cars parked or driven in the designated faculty area. Also, students are not to park in spaces on the main drive. **All vehicles parked on the school lot will be subject to search by school and/or law enforcement officials.**

### **STUDENT DRESS CODE**

The appearance of any young person is primarily the responsibility of that student and his/her parents. We expect students to maintain the type of appearance that is not distracting to teachers, other students, or to the detriment of the educational process of the school.

The following general guidelines will be followed concerning appropriate student dress.

- 1) Cutoff shirts above the waist, see through shirts, and strap type t-shirts (muscle shirts) are prohibited at all times. Shirts and blouses must reach the waistband of the student's pants.
- 2) Pants, sweats, shorts, or jeans with holes that create an inappropriate appearance or that are distracting are prohibited.
- 3) Shorts and skirts may be worn, providing the following guidelines are used:

- a. Cutoff jeans or sweats must be neat in appearance and uniform in length. (Also see “c” below)
  - b. No tight shorts, such as spandex, or tight sweats are permitted unless worn under a pair of shorts.
  - c. Shorts must be below the mid-thigh and cannot be torn or full of holes.
- 4) Short pants must stay on the waist and not sag.
  - 5) Low cut pants may not be appropriate if they do not cover the student properly. No undergarments may be visible at anytime.
  - 6) Caps, hats, visors, sunglasses and headbands are not to be worn in the building.
  - 7) Shoes or sandals are to be worn at all times.
  - 8) Items of clothing that advocate or advertise controlled substances such as drugs or alcohol are prohibited. Clothing that exhibits vulgar or crude language relating to sex or any sexual innuendo is not permitted, especially if it is offensive or supporting violence.
  - 9) Chains hanging from the waist area are forbidden
  - 10) Jewelry should be worn in a fashion that is not a distraction to the educational process or contributes negatively to the safety and health of our students.
  - 11) Students should dress for extracurricular activities with similar guidelines as in school.
  - 12) The principal reserves the right to determine whether the clothing is distracting, indecent or inappropriate to wear in the school environment.

No policy can be written to cover all examples that occur each year. The student dress practices and fashion changes from time-to-time and the administration will determine if these disrupt the educational process.

#### **USE OF TECHNOLOGY RESOURCES**

School of the Osage encourages the use of technology to enhance learning and teaching activities. All School of the Osage students having access to Internet resources through their classroom, library, or computer lab. School of the Osage also maintains a web site at [www.osage.k12.mo.us](http://www.osage.k12.mo.us). Student pictures without identifying information may appear on the web site.

As computer users, students are responsible for their actions. When using any technology resource at School of the Osage, including the Internet, students will not:

- a.) send, display, or download offensive messages or pictures. (Filtering software is used to restrict access undesired sites.)
- b.) use obscene language.
- c.) harass, insult, or attack others.
- d.) damage computers, computer systems, or computer networks. (This includes changing workstation and printer configurations.)
- e.) violate copyright laws.
- f.) trespass in other users’ files, folders, or work.
- g.) intentionally waste limited resources, such as toner, ink, and paper.

If a student chooses to use technology resources inappropriately, any or all of the following consequences could be imposed:

- a.) loss of access
- b.) additional disciplinary action to be determined by the building principal in accordance with existing practice regarding inappropriate language or behavior.
- c.) legal action, when applicable.

Parents not wanting their children to access the Internet should contact the building principal in writing.

### **PROHIBITED CONDUCT**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate

Subsequent Offense: 1-180 days out of school suspension or expulsion. Restitution if appropriate.

### **Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

### **Automobile/Vehicle Misuse**

Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension or 1-180 days out-of-school suspension.

### **Bullying** (see Board policy JFCF)

Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes but is not limited to: physical violence, verbal taunts, name-calling and put-

downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct** (see Board policy JFCC)

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

**Cell Phone/Personal Electronic Devices**

The use of cell phones, radios, CD players, headphones, or other personal electronic devices is prohibited during regular school hours by students. ALL devices should be turned off and put away from 8:05 to 3:10.

First Offense: Student/Principal conference and 1 detention

Second Offense: 1-3 days I.S.S, or 1-2 Sat. school.

Third Offense: 3- 5 days I.S.S, or 1-10 days O.S.S.

**Cheating**

Copying other student's work, representing other work as their own, giving or receiving information during an examination or on certain assignments. The unauthorized possession or distribution of a teacher's test or other unauthorized teacher materials.

First Offense: No credit for assignment, Principal/Student conference

Second Offense: No credit for assignment, 1-3 days I.S.S.

Third Offense: No credit for assignment, 3-5 days I.S.S.

**Classroom Tardies**

This policy is designed for use each nine-week grading period. A student must be in the class before the bell rings or he/she will be considered tardy. If another teacher detaining the student causes the tardiness, the student should obtain a pass from the teacher who detained him/her **before** going to the next class.

2 <sup>nd</sup> Tardy	written warning from the office.
3 <sup>rd</sup> Tardy	assigned one (1) after school detention.
4 <sup>th</sup> Tardy	assigned one (1) Saturday school.
5 <sup>th</sup> Tardy	assigned one (1) day in-school suspension
6 <sup>th</sup> Tardy	assigned two (2) days in-school suspension
7 <sup>th</sup> Tardy	assigned three (3) days in-school suspension

A student with a combined total of twelve (12) tardies per quarter will be assigned Saturday School or in-school-suspension for at least one day.

**Dishonesty**

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

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

**Disrespectful or Disruptive Conduct or Speech** (see Board policy AC if illegal harassment or discrimination is involved)

Verbal, written, pictorial or symbolic language or gestures 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 function. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension or 1-180 days out-of-school suspension, or expulsion.

#### **Dress Code**

Clothing or accessory items which may disrupt the educational environment; i.e., items which depict alcohol, tobacco, illegal substance, offensive and/or obscene pictures or words.

First Offense: Principal/Student conference and change to proper attire

Second Offense: 1-3 days I.S.S, or 1-2 Sat. school.

Third Offense: 1-10 days I.S.S/O.S.S

**Drugs/Alcohol** (see Board policies JFCH and JHCD)

1. Possession, sale or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic, substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Second Offense: 1-180 days out-of-school suspension or expulsion.

**Extortion**

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Meet Conditions of Suspensions**

Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against being on or near School Property during Suspension".

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**False Alarms** (see also "Threats or Verbal Assault")

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

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting** (see also "Assault")

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Hazing** (see Board policy JFCF)

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited

to a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Public Display of Affection**

Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Harassment** (see Board policy AC and regulation AC-R)

1) Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2) Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile, or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless whether or not the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

**Technology Misconduct** (see Board policy EHB and regulation EHB-R)

1) 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: Restitution. Principal/Student Conference, detention, in-school suspension, 1-180 days out-of-school suspension, or loss of user privileges,

Subsequent Offense: Restitution. 1-180 days out-of-school suspension, expulsion, or loss of user privileges.

2) Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out of school suspension, or expulsion.

3) Violation other than those listed in "a." of Board policy EHB and regulation EHBR, administrative procedures or etiquette rules governing student use of district technology.

First Offense: Restitution. Principal/Student Conference, detention, in-school suspension, 1-180 days out-of-school suspension,

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Theft**

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. In-school suspension, 1-180 days out-of-school suspension or expulsion.

### **Threats or Verbal Assault**

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Tobacco**

1) Possession of any tobacco products on school grounds, school transportation, or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension or 1-10 days out-of-school suspension,

2) Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-School suspension or 1-10 days in-school suspension.

**Truancy** (see Board policy JEDA)

Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

**Unauthorized Entry**

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

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Vandalism** (see Board policy ECA)

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension or expulsion.

**Weapons** (see Board policy JFCJ)

1) Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) 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: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

Approved: 03/23/2000  
Revised: 03/21/2005; 5/19/2008  
School of the Osage, Lake Ozark, Missouri

## **ASBESTOS POLICY**

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA-Public Law 99-519) was signed into law. This law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. One rule coming from this law requires the schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion.

School of the Osage has conducted a complete inspection of its facilities and written a management plan with the assistance of Larron Laboratories of Cape Girardeau. Our management plan is available in the administrative offices of each school in the school district during normal business hours, without cost of restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The school district may charge a reasonable fee to make copies of the management plans.

Our management plan includes a required, periodic surveillance of the remaining non-friable asbestos each six months. A complete re-inspection is required every three years.

The person in the school district to oversee asbestos activities and ensure compliance is Mary Ann Johnson, Superintendent of Schools. As required in the rule, Dr. Johnson is the single contact for the public to obtain information about asbestos-related activities in the school district. You may reach Dr. Mary Ann Johnson at School of the Osage, P.O. Box 1960, Lake Ozark, MO 65049 or by telephone at (573) 365-4091.

The purpose of the Federal and State regulations is to protect the health and well being of all persons entering the buildings of this school district for any reason. The School takes seriously our responsibility to provide a safe environment for our students and employees.

In all district buildings, all identified asbestos-containing matter poses no imminent health hazard to any occupants. However, our plan calls for an annual notification to our parents and employees in accordance with Section 763 (g4). This letter is to serve as our annual notice.

The School of the Osage School District will take every precaution to ensure that all asbestos containing materials will be dealt with properly

### **Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The School of the Osage assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and

deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The School of the Osage has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the School of the Osage Central Office weekdays from 8:00-4:00 in the office of the Director of Special Education. This notice will be provided in native languages as appropriate.