IMAGINE THE

# POSSIBILITIES

# SCHOOL OF THE OSAGE

## OSAGE HIGH SCHOOL

2026-2027

# HANDBOOK

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# School of the Osage High School Building Information

## Osage High School Creed

*I AM OSAGE.*
*I am defined by honor and devotion.*
*I am motivated by excellence.*
*I work hard so that I can achieve my potential.*
*I am as good as I want to be. I have high expectations.*
*I am accountable for my actions.*
*I do what is right even when no one is watching.*
*I act with genuine respect for others.*
*I encourage and assist the dignity and success of all.*
*I am first to serve and last to be served.*
*I care about my community, my school, my peers, and myself.*
*I lead by example.*
*I am loyal.*
*I am part of a family.*
*I AM OSAGE.*

## Staff Directory

**ADMINISTRATION TEAM**

| | |
|---|---|
| Misti Brunnert | Principal |
| Jeremy Coffelt | Assistant Principal |
| Tom Guinn | Activities Director |
| Amy Adams | Secretary |
| Kirstin Schnakenberg | Secretary |
| Jenny Pearson | Activities Secretary |

**GUIDANCE TEAM**

| | |
|---|---|
| Elizabeth Busick | Counselor Names A-K |
| Gabrielle Sears | Counselor Names L-Z/A+ |
| Tiffany Hulett | Professional Counselor |
| Amanda Wersching | College & Career Guidance ROOTEd |

**INSTRUCTIONAL SUPPORT TEAM**

| | |
|---|---|
| Michelle Quick | Library Media Specialist |
| Rob Adams | Tech Tribe/Webmaster |
| Jason Long | Academic Center |

**CAREER EDUCATION TEAM**

| | |
|---|---|
| Parrie Bayles* | Family/Cons. Science |
| Hannah Lenz | Business |
| Taylor Juergens | Marketing/Publications |
| Jacob Blank | Agriculture |

**VISUAL AND PERFORMING ARTS TEAM**

| | |
|---|---|
| Carly Klinginsmith | Theatre Arts/Forensics |
| Amy Yoder | Vocal Music |
| Michael Fulk | Vocal Music |
| Jeff Kile* | Instrumental Music |
| Kelsy Whitacre | Instrumental Music |
| Tiffany Caldwell | Art/AP Art |
| Whitney Carnahan | Art |

**WORLD LANGUAGES TEAM**

| | |
|---|---|
| Linda Rowland* | French |
| Ryan Gier | Spanish |

**PHYSICAL EDUCATION TEAM**

| | |
|---|---|
| Jacob Evans | Strength Training |
| PJ Bledsoe | Phys. Education |
| Lori Klaus* | Phys. Education |
| Zack Hess | Health |

**COMMUNICATION ARTS TEAM**

| | |
|---|---|
| Chris Gump* | Jordan Campbell |
| Brian Claxton | Kristi Kellogg |
| Ken Thompson | |

**MATH TEAM**

| | |
|---|---|
| Kristen O'Haro* | Katherine Distler |
| Chris Karch | Colin Bernskoetter |
| Kirsti Kellogg | |

**SPECIAL SERVICES LEARNING TEAM**

| | |
|---|---|
| Kathleen Crosby | Tracey Robbins-Para |
| Christina Krenzel | Jon Klinginsmith-Para |
| Kelly Vernetti | Kristin Rhodes-Para |
| Deena Burris | Megan Brumley-Para |
| Jennifer Meagher | |

**SCIENCE TEAM**

| | |
|---|---|
| Garrett Crouse | Leah Appleby* |
| Jessica Claxton | Shawn Fowler |

**SOCIAL SCIENCES TEAM**

| | |
|---|---|
| Andy Busick | Chris Zilz |
| Graham Baucom* | Ireland Bax |

**FOOD SERVICE TEAM**

| | |
|---|---|
| Kimberly Whittle | Director |
| Ashley Trusty | Head Cook |
| Courtney Doss | Cook |
| Sherry McComb | Cook |
| Amy Clark | Cook |

**CUSTODIAL TEAM**

| | |
|---|---|
| Don Savage | Head Custodian |
| Michael Rowcliff | Day Custodian |
| Nicholas Horsman | Night Custodian |
| Jason Trusty | Night Custodian |
| Steven Peterson | Night Custodian |

**HEALTH AND SAFETY**

| | |
|---|---|
| Kelly Bryner | Nurse |
| Tiffany Hendley | Health Aide |

*Vertical Team Department Chair

## Building Use & School Hours

The school day begins at 7:50 a.m. and bus dismissal is at 3:35 p.m., Tuesday through Friday. 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 7:40 a.m. In cases where it is necessary for a student to be in a classroom or the library before 7:45 a.m., the student should obtain a pass from a teacher and walk through the main office.

The gymnasium and weight room 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.

## Fines & Fees

Textbook Fines – All textbooks are provided by the school and are the property of the school. Each student is responsible for issued books. Students must pay for all lost or damaged books. All books must be returned to the issuing teacher at the end of the year.

Textbooks not returned will be fined according to the schedule below. 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.

New/first year loss = full price of current year cost 2nd year = 6/7 of price
3rd year = 5/7 of price
4th year = 4/7 of price

5th year = 3/7 of price
6th year = 2/7 of price
7th year = 1/7 of price

Restitution – All fines and fees should be paid for in full as soon as possible. School of the Osage reserves the right to withhold grade cards and/or transcripts due to unpaid fines. Students may not be allowed to receive new materials if previous fees are unpaid.

## Lockers

Students may request a locker during registration at the beginning of the year. 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 the school year. Students are encouraged to put a combination lock on their assigned locker. The combination must be given to the high school office. Students are not allowed to change lockers through-out the school year without permission from the main office. Any student that changes lockers without notifying the office is still responsible for their originally assigned locker.

## School Dances Eligibility for Attendance

To attend a dance involving School of the Osage, the following criteria must apply:

1. Students must be in attendance the entire day to attend the dance (for Saturday dances, students must be in attendance the entire day Friday preceding the dance).
2. Students at School of the Osage High School must be a student in good standing, which includes as of the Friday morning before the dance, the student shall be failing no more than one course, have an attendance rate of 85% or higher, and have had no out of school suspensions in the previous or current semester and no in-school suspensions in the current semester. In-school suspensions for physical aggression or related to substance abuse (to include vaping) in the previous semester will count toward ineligibility. In-school suspensions related to tardies will not count toward ineligibility.
3. 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.
4. Middle school students and students who have dropped out of school are ineligible.
5. All dress must be in good taste.
6. Students who attend the OHS Academic Center or are enrolled virtually must also fulfill these eligibility requirements.

In order for a student who does not attend School of the Osage High School to attend a school dance, the following criteria must apply:

1. Only OHS Juniors and Seniors may invite out-of-school guests.
2. All guests must 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.

3. Guests must have graduated or be currently enrolled in school (Grades 9-12).
4. Students attending another high school (Grades 9-12) must be in good standing.
5. Osage graduates are approved. However, Osage graduates must ALSO have a "Dance Guest Request Form" turned in to the office by the required deadline.
6. 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.
7. Only one guest is allowed per Osage High School student.
8. Home school students and other students who are not currently in school for any other reason must be approved by the building administrator.
9. 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.
10. No one over 20 years of age may attend.

## Honoree Eligibility- Homecoming, Courtwarming, Pun Ga Har Jo

Honoree eligibility rosters will be posted prior to the event. Please check the office window to ensure its accuracy. Eligibility is based on the following:

1. Have earned sufficient credits the previous semester at School of the Osage and be enrolled in sufficient credits in the current semester to meet MSHSAA requirements for participation in state sanctioned activities.
2. Not have been suspended from school the previous semester or current semester.
3. Students who are nominated for class rep are <u>not</u> eligible to be representative another time until their Senior year.
4. Students are <u>not</u> allowed to campaign for homecoming, courtwarming or honors.

## PUN GA HAR JO – School of the Osage Prom

When attending Pun Ga Har Jo, the following criteria apply:

- ➢ All of the eligibility requirements for school dances must also be met for Pun Ga Har Jo.
- ➢ Guests must have a photo ID to present at check-in the night of Pun Ga Har Jo.
- ➢ Appropriate dress is mandatory. It is highly encouraged for gentlemen to wear a tie.
- ➢ All students and their guests will be required to both sign-in and sign-out during Pun Ga Har Jo.

## Field Trips

To attend a field trip that is not part of a student's grade, the following criteria must apply:

1. Students must be in attendance the entire day prior to attend the field trip.
2. The student shall be failing no more than one course, have an attendance rate of 85% or higher, and have had no suspensions during the previous and current semester.

## ELEVATE

Engage-Enrich-Educate
ELEVATE is a weekly session designed to allow a variety of activities for students to participate in:

- MTSS-Multi-Tiered Systems of Supports-interventions designed based on student needs
- Club meetings
- Study Halls-both student-chosen and required due to failing grades
- Enrichment activities-archery, chess, and a variety of other activities
- Teen Mental Health First Aid
- BreakAWAY-free time in Commons to connect with friends, play board games, etc.-this is for students who have 95% or higher attendance, all passing grades, and no behavior incidences.

## Food Deliveries

If food is delivered to students, it should be done during the assigned lunch shift. All deliveries will be made to the front lobby. Students will not exit the building or be allowed to miss classroom time to receive delivered food.  The school is not responsible for lost food items.

## Visitors

Visitors are welcome in our school; however, every effort must be made to avoid any disruption of classroom instruction. Any information about the school may be obtained from the main office. Visitors are not allowed into any areas of the high school building before obtaining a visitor's pass from the main office. Visitors will need to present photo identification before obtaining a pass. In order to protect instructional time the high school discourages the practice of student visitors attending class. Only emergency cases will be considered.

# Academic Studies

## Grading Scale

| | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Percentage** | 100-95% | 94-90% | 89-87% | 86-83% | 82-80% | 79-77% | 76-73% | 72-70% | 69-67% | 66-63% | 62-60% | 59-0% |
| **Unweighted** GPA Scale | 4.000 | 3.667 | 3.333 | 3.000 | 2.667 | 2.333 | 2.000 | 1.667 | 1.333 | 1.000 | 0.667 | 0.000 |
| Weighted GPA Scale | 5.000 | 4.667 | 4.333 | 4.000 | 3.667 | 3.333 | 3.000 | 2.667 | 2.333 | 2.000 | 1.667 | 0.00 |

## Academic Lettering Policy

In order to recognize superior academic achievement at School of the Osage, academic letters, pins, and bars will be made available to students. The intent of the academic letter is to provide motivation for students to strive for academic success throughout the student's high school career. In order to distinguish between extracurricular and academic honors, a white "O" will be awarded in recognition of academic excellence. This letter is awarded to acknowledge that high academic excellence is a valued area of accomplishment at School of the Osage. The first time honoree will be awarded a "white O", a lamp pin which represents the "lamp of knowledge", and a bar. For each additional year, students earning this honor will be awarded an additional bar.

Students at School of the Osage High School may earn an academic letter. Students who qualify for an academic letter must meet the following criteria:

1. Students are eligible to receive an academic letter after two consecutive semesters (fall and spring) of full-time enrollment at School of the Osage High School.
2. Students must earn a cumulative grade point average of 3.75 or above.
3. Students must be enrolled as a full-time student which requires enrollment of eight attendance bearing classes every semester.

## Earning Credit Toward Graduation

School of the Osage believes that every student should graduate and participate in commencement ceremonies.

1. Courses offered at School of the Osage High School:
    a. Students may earn credits toward graduation during the regular school day. One half credit may be earned per class per semester. During regular school hours, School of the Osage provides the opportunity for each student to earn 32 credits in four years. In order to graduate from School of the Osage, 28 units of credit must be earned.

b. Summer Credit Recovery - School of the Osage provides an opportunity for students to recover credit during the summer. All students have the opportunity to recover up to one credit in the summer which is two courses. If a student fails a course during the fall or spring academic year, that course will be recovered in summer school immediately following the academic year, or the student will be re-enrolled in the same course the following school year.

2. Courses offered through OHS Summer School
    a. School of the Osage is committed to offering other courses during the summer for high school credit.
    b. Driver's education is offered free of charge to students. This course is transcripted, but NOT awarded credit. See the summer school manual for specific information and guidelines.
3. Courses offered through Other educational settings (see the Department of Elementary and Secondary Education material entitled: Graduation Requirements for Students in Missouri Public Schools.) Students who wish to earn credit through other educational settings need to fill out FORM IKF-AF and return to the high school office. High school administration has the authority to make credit decisions regarding credit through other educational settings.
    a. Credit through Correspondence – Credit Recovery - School of the Osage recognizes credits students may have earned through enrollment in correspondence courses for the purpose of credit recovery. Students are responsible for payment of fees and books for all correspondence courses. The following guidelines will be followed:
        i. Credit recovery correspondence course titles and final grades will be recorded on the student's transcript as received by the issuing institution.
        ii. Grades from credit recovery correspondence courses must be reported to the guidance office of the high school by the deadline for grade submission for all graduating seniors in order to participate in commencement ceremony.
        iii. Students may request to enroll in credit recovery correspondence courses beginning their junior year.
        iv. A maximum of 2 units (4 courses) of correspondence credit recovery will be accepted.
        v. Correspondence courses shall be the same or similar subject areas as the courses provided by School of the Osage.
        vi. Credit recovery correspondence courses will not be used to meet the requirements for early graduation.
4. Credit through Virtual Education
    a. Virtual Education through MoCAP – School of the Osage is required to accept courses offered through Missouri Virtual Instruction Program as units of credit toward meeting state and local graduation requirements.
    b. Virtual Education through other DESE Approved Vendors (Launch) - Board Policy ICGE-1 outlines requirements for students to enroll in online coursework through their Missouri public high school
        i. Students must be enrolled in the district and remain enrolled in the district throughout the course until credit is earned.

ii. A district counselor will advise students concerning the following: is the course academically appropriate for the student (prerequisites) and will that course hinder the student's progress toward timely graduation.
iii. Credit through the state of Missouri or other approved accredited institutions will be accepted toward meeting graduation requirements.
iv. All grades and credits earned through district- sponsored virtual instruction will be accepted as if earned within the district.
v. The district will collect state funding to the extent possible for resident students enrolled in virtual instruction.

## Enrolling in Virtual Education Courses

1. Students should apply to enroll in online coursework according to board policy IGCD.
2. Approval or denial of virtual education through other Vendors will be made in writing by building administration.
3. If denied, students may make an appeal to building administration, superintendent, and Board of Education in writing.
4. Students must have an individual four-year plan for graduation on file.
5. If approved for virtual education: School of the Osage will pay for approved electronic coursework.
6. Virtual courses will not be eligible for a weighted grade. Weighted grades will be given for Dual Credit courses pending receipt of transcripted credit from the student.

Guidance for students wishing to enroll in district-funded and approved virtual instruction:

1. Virtual education courses will not be used to meet the requirements of early graduation.
2. Instructional time will not be permitted during regular school hours for virtual education unless approved by the building principal.
3. In general, students will NOT be approved for virtual instruction courses that are offered in-person by Osage High School, unless there is building administration approval.
4. If a student is dropped from virtual enrollment due to no participation in any course, they will need to return to in-seat instruction at that time and may not be granted an opportunity to participate in district-funded learning.
5. A student who does not earn 3.5 credits per semester will have to return to in-seat instruction.
6. Virtual education courses for the sake of enrichment may be transcripted however; no grade points will be awarded towards the student's School of the Osage grade point average, unless approved by building administration.
7. For scheduling purposes, Launch classes need to be at the beginning or end of the day. Students will be off campus for these scheduled hours.

Denial and Appeals Process

1. The district will provide in writing a "good faith" reason for the denial of virtual instruction.

2. The district will notify the student and the student's family in writing of the right to appeal denial with the Board of Education.

Types of Off-Campus Programs Offered by OHS:

1. Experiential learning opportunities (OHS Flex, Work Study, Business/ Marketing Employment, FCS Internship, Agriculture SAE's) are offered as non-traditional learning and work experiences for students while also ensuring they meet graduation requirements in a timely manner. These opportunities are only open to seniors. Students will attend school during part of the day and then are released to work, volunteer, or intern with our community partners. As students log work hours, they will not only be gaining valuable work experience, but also will focus on attributes needed for college and career success. Students who want to enroll in any of these courses should schedule a meeting with their counselor.

   a.A student wishing to participate in FLEX must be on track for graduation at time of enrollment (20 credits at the start of senior year). A student cannot be enrolled in OW coursework unless at Academic Center while enrolled in the FLEX program.

   b. Employment must be approved prior to the start of the semester. If unable to verify employment by the end of the first week of the semester, student will be enrolled in a seated course.

   c. Students must maintain a 90% attendance rate in order to be considered for FLEX.

   d. At semester, if FLEX requirements have not been followed, the student will be enrolled in a seated course for next semester.

   e. If a student becomes at risk of not graduating after the first semester of senior year, he/she will be removed from the FLEX program and enrolled in a seated course.

   f. Students can only have up to 4 periods of FLEX for credit. Those periods must be in the first part of the day or the end of the day.

2. Work Experience for Students with Disabilities
   a. Cooperative Work Experience (COOP) Programs for students with disabilities is limited to students with disabilities whose Individualized Education Programs (IEP) indicate the need for work experience in a competitive setting and who are also eligible as clients of the Division of Vocational Rehabilitation. Program goals include the acquisition of general skills related to performing work under supervision, as well as job- related skills.
   b. Sheltered Workshop Programs for students with disabilities are limited to students with disabilities whose IEP team has determined that a student should obtain skills assessment, training, and/or work experience at a local sheltered workshop. The student should be certified for sheltered employment in the following ways:
      i. Referral to the Division of Vocational Rehabilitation or Rehabilitation Services for the Blind for certification.
      ii. Referral to the sheltered workshop for certification by an Extended Employment Certification Specialist.

## Dual Credit Courses

Dual credit courses are postsecondary courses that are taught on the high school campus. These courses are taught by qualified instructors as defined by The Coordinating Board for Higher Education and are of the same quality and rigor as all other college courses available to regular college students.

Generally, such arrangements fall into two types:

1. On Campus - Arrangements in which advanced high school courses are taught on the high school campus by teachers designated as adjunct instructors by a college or university. The following guidelines will be followed:
    a. Dual credit courses are postsecondary courses that are taught on the School of the Osage campus.
    b. Student must have a cumulative 3.0 GPA in order to enroll for dual credit courses.
    c. These courses are taught by qualified instructors as defined by the Coordinating Board for Higher Education and are of the same quality and rigor as all other college courses available to regular college students.
    d. Students concurrently earn both high school and college credit. The student is awarded college credit immediately upon completing the course, and the course is placed on the transcript of the college offering the course. Students do not have to enroll in college after graduation to receive the credit.
    e. To earn credit for dual credit classes, it will be necessary to complete the entire course of study.
    f. Grade of a“C”must be made in the class to count for college credit.
    g. There is no refund if a dual credit class is failed.
2. Off Campus- Virtual

    The following expectations are required:
    a. Student will be prohibited from being on the high school campus during online coursework.
    b. Courses will be scheduled at the beginning or ending of student’s schedule.
    c. Student is responsible for turning in a transcript to the high school counseling office for the purpose of documentation toward acquisition of high school credit.
    d. Student is responsible for all correspondence with post-secondary institution, i.e. registration, bills, drop dates, professor communication, etc.
    e. Student is responsible for all payments associated with course, including textbooks, materials, etc.
    f. Incompletion or failure of a course will affect MSHSAA eligibility and graduation.
3. Off Campus- SFCC Early College

    Students can earn an Associate’s Degree while in high school. See your high school counselor for more information.

    The following expectations are required:
    a. Enrolled in the SFCC Early College Program.
    b. Provide written evidence that the off-campus coursework is aligned with the student's career academic plan.
    c. Attend School of the Osage for at least two classes per day.
    d. Pursue timely graduation regular requirements for a diploma.

e. Provide evidence of enrollment and attendance at a college or technical school.
f. OHS will provide transportation for seated classes at SFCC during the school day.
g. Student will be prohibited from being on the high school campus during online coursework.
h. Courses will be scheduled at the beginning or ending of student's schedule, if online.
i. Student is responsible for all correspondence with post-secondary institution, i.e. registration, bills, drop dates, professor communication, etc.
j. Student is responsible for all payments associated with course, including textbooks, materials, etc.
k. Incompletion or failure of a course will affect MSHSAA eligibility and graduation.

## Advanced Placement Courses

Advanced placement classes prepare students for the advanced placement exam - which can earn the student college credit according to individual college guidelines. Advanced Placement (AP) examinations cost money. The cost is determined by CollegeBoard- the company that oversees Advanced Placement. Students are responsible for the cost of the exam and for verifying AP credit acceptance at their college choice. Each college or university determines which of the examination scores they will accept. School of the Osage High School does have a reimbursement program for AP tests - 25% for scores of 1, 50% for scores of 2, 75% for scores of 3, and 100% for a score of 4-5. All students will get some type of reimbursement. We would like as many students to take the exam as possible. Students will make a decision on whether to take the exam by November 1. Students are responsible for a $40.00 late fee if a decision is changed after November 15.

## Weighted Courses

Osage High School offers numerous weighted courses. Five grade points will be given to weighted courses. Therefore, a student who receives a "B", will receive a 4.0. This equates to earning an "A" in a regular course. The additional weight only applies to the OHS GPA. A grade of "B" in a Dual Credit course, if course transfers to college, is considered a "B" with a grade point of 3.0. Students can expect weighted coursework to be more challenging and advanced than basic required coursework.

Virtual courses will not automatically be eligible for a weighted grade. Weighted grades will be given for Dual Credit or AP courses pending receipt of transcripted credit or verifiable AP test results provided by the student.

Courses selected as weighted include:  advanced placement courses(only if AP exam has been taken), dual credit courses, and apex courses designated as culmination to "programs of study." OHS weighted courses include: Honors English 1, Honors English 2, AP Language & Composition, College English Comp, College Eng Lit, Math Analysis, DC Contemporary Math, DC College Algebra, AP Calculus, AP Statistics, Advanced Physics, 100 Life Science, AP Chemistry, Sports Medicine, AP World History, AP US Gov & Politics, DC World Civilizations, DC College US History, AP Human Geography, College Spanish 3, College Spanish 4, College French 3, College French 4, College French Literature, AP Studio Art (portfolio submitted), Les Chanteurs and Girls Glee (7th and 8th consecutive semesters)*, Varsity Band (7th and 8th consecutive semesters)*, Accounting 2, Prostart 2 (completed certification).
* Capstone requirement(s) required for weighted credit.

| Courses | Additional Weight |
|---|---|
| Honors English I, Honors English II | 0.5 |
| AP courses | 1.0-with verified completion of AP test or portfolio for AP Art class |
| Les Chanteurs and Girls Glee (7th and 8th consecutive semesters), Varsity Band (7th and 8th consecutive semesters), Accounting 2, Prostart 2 (completed certification). | 1.0 with completion of Capstone requirement |
| Dual Credit courses | 1.0 |

## Grade Reports

A grade mark indicates the performance and achievement level of the student. Evaluation reports of a student's academic progress are made every quarter (9 weeks). Progress reports reflect grades in progress, not final grades. A formal grade will be given at the end of each semester. The grades earned at semester indicate the credit status of each course and will be placed on the student's high school transcript.

Parents may obtain a paper grade report at parent teacher conferences. All report cards will be sent to parents electronically at the end of each grading period.

## Final Examinations

Final examinations may be administered at the close of each semester. Final examinations will be comprehensive in nature and worth up to 10% of a student's final semester grade. Students who have a verified absence during final examination days will need to make arrangements to take the exam on an alternate day--this may require staying after school or coming in for Monday school to make up a final exam.

## End of Course Exams

The district requires all enrolled students to participate in all applicable aspects of the BOE approved SOTO assessment program, which includes the full implementation of all components of the Missouri Assessment Program (MAP). Our school has established a process designed to encourage the students of this school to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance. Students enrolled in classes which have an End of Course Exam will be required to take the exam. The EOC exam will count as 10 percent of the total semester grade for the course.

## ACT & SAT Scores

ACT and SAT tests are used by colleges and universities for admissions purposes. The University of Missouri as well as many other colleges and universities are now accepting ACT scores only if they are directly reported from ACT. Students are responsible for requesting their score to be sent to the school of their choice at the time of registration.

## Building-Wide Grading Policy

**Osage High School Grading Policy:**

1. **Common courses taught by different teachers will have the *exact same grading policy including weighted percentages, late work/retake procedures*. These common courses will utilize common formative and summative assessments throughout the course.**
    a. Not all formative assessments must be common. Common assessments should revolve around essential standards.
    b. Common course teachers will use the SAME unit, chapter, and final semester exams (regarding essential course standards).
    c. Backward design MUST be used to plan unit/semester assessments.
2. **Final course grades should be a reflection of student mastery over course content/standards. For semester course grades, at least 60% of the final grade should represent proficiency activities (assessments, projects, performances, semester finals, EOC if applicable). A semester final should constitute no more than 10% of the final grade, which will be included in the proficiency activities.**
3. **Practice/homework is also part of the educational process and will constitute the remaining 40% of the grade. Students are expected to have their assigned work done, and turned in, at the assigned time.**
4. **In all WEIGHTED courses, grading procedures will be established at the discretion of the instructor, with approval from building administration, and published in the course syllabus at the beginning of the year. It is recommended that this policy be used. Dual Credit teachers must follow the policies of the university or college that**

**awards credit.**

***Approved by BLT 6/2021**

Please refer to your student's individual course syllabi for specific "Grading Policies and Procedures" for each class in which they are enrolled. The syllabus will be emailed at the beginning of the course and listed on the Canvas page for the course.

## Building-Wide Late Work Policy

Late work (assignments, projects, or tests that are not completed by the due date for reasons other than verified absence or truancy) in all regular education non-weighted and weighted courses (excluding AP and Dual Credit courses) may be submitted up to two days after the due date at a reduction of 10% per day, of the possible points on each specific assignment, and up to the end of the unit at a reduction of 40% of the possible points on each specific assignment. Once the unit ends, late work from that unit will not be accepted and will be marked "missing" in the grade book and receive no credit. *Approved by Guiding Coalition 06/2024

## Academic Graduation Honors

To be eligible for Academic Graduation Honors, a student must have a 3.000 average for the semester grading period. Recognition for an academic honor includes:

| | | |
|---|---|---|
| 4.0 + | Summa Cum Laude | Black Stole |
| 3.5 – 3.99 | Magna Cum Laude | White Stole |
| 3.0 – 3.49 | Cum Laude | Silver Stole |

## Valedictorian, Salutatorian, & 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 is the student with the highest weighted grade point average as computed at the end of eight (8) semesters of high school work.
2. The salutatorian is the student with the second highest weighted 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. In case of a tie for salutatorian, co-salutatorians will be honored.

To be eligible for top 10, valedictorian or salutatorian honors, a student must be enrolled at School of the Osage 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. The only exception to this is a student who pursues a foreign exchange experience. The student must complete 32 units of credit (or maximum number of eligible credits for their high school career). Please note that certain courses will NOT be factored into GPA calculations for

Top 10, Valedictorian, or Salutatorian therefore causing ineligibility for Top 10 Honors. The courses that will not be factored into rankings for Top 10, Valedictorian, or Salutatorian are FLEX, office aid, etc.

## Student Classification

Classification credit standards for course enrollment are listed below.

Sophomore must have at least 5 credits.
Junior must have at least 13 credits.
Senior must have at least 20 credits.
School of the Osage offers eight classes every semester. A student is considered full-time if they are enrolled in eight attendance bearing courses during the semester.

*When a student receives a failing grade in a core subject area (English, math, science, social studies), that class will be immediately recovered in summer school or the student will be re-enrolled in the same class the following academic year.

## Graduation Requirements

The class of 2024 and beyond must meet the following requirements in order to graduate from the School of the Osage, unless the stated exceptions apply.

| Course | General Academic Requirements Number of Required Credits | Career and Technical Education Track | College Preparatory Track Number of Required Credits |
|---|---|---|---|
| Language Arts | 4.0 | 4.0 | 4.0 (must include Eng Lit or Eng Comp) |
| Math | 3.0 | 3.0 | 4.0** |
| Science | 3.0 | 3.0 | 3.0 |
| Social Studies | 3.0 | 3.0 | 3.0 |
| Fine Arts | 1.0 | 1.0 | 1.0 |
| Health | 0.5 | 0.5 | 0.5 |
| Personal Finance | 0.5 | 0.5 | 0.5 |
| Career Mentoring | 0.5 | 0.5 | 0.5 |
| Speech | 0.5 | 0.5 | 0.5 |
| Practical Arts | 1.0 | 1.0 | 1.0 |
| Physical Education | 1.0 | 1.0 | 1.0 |
| Core Electives *World Language, Language Arts, Math, Science, Social Studies* | n/a | n/a | 4.0 |
| General Electives | 10.0 | 10.0 | 7.0 |
| Assessment Requirements | Pass Civics, US & MO Constitution | Pass Civics, US & MO | Pass Civics, US & MO Constitution |

| | | | |
|---|---|---|---|
| | Test, Alg 1 EOC, Bio EOC, Gov EOC, ELA 10 EOC, CPR | Constitution Test, Alg 1 EOC, Bio EOC, Gov EOC, ELA 10 EOC, CPR | Test, Alg 1 EOC, Bio EOC, Gov EOC, ELA 10 EOC, CPR |
| Additional Requirements | n/a | See CTE Guidelines found in Course Catalog | See CPC Guidelines |
| Attendance Requirement | n/a | 95% | 95% |
| TOTAL TO GRADUATE | 28 CREDITS | 28 CREDITS | 30 CREDITS |

**Algebra 1 and/or Geometry taken in middle school will count towards the College Prep Track.

The student must:

1. Complete a total of 28 credits in grades nine and above, including credits required by the State Board of Education.
2. Pass proficiency exams concerning the Missouri and the U.S. Constitutions, and U.S. Civics.
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process.
4. Have earned credit in the School of the Osage's educational program between the ninth and twelfth grades.

## College Preparatory Track

Students in the class of 2024 and beyond may earn a College Preparatory Track by completing specific coursework and assessments that demonstrate their readiness for post-secondary education.

## Career and Technical Education Track

Students may earn a Career and Technical Education Track for requirements for CTE as determined by state statute.

## Seal of Biliteracy

Students who take rigorous coursework and earn a qualifying score on state and national assessments in a second language are awarded the Seal of Biliteracy.

## Graduation Requirement Exceptions

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above.

3. The district will waive the requirement to pass proficiency exams concerning the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve.
4. Students enrolled at Lake Career and Technical Center may be required to earn less than 28 credits dependent on how many years they are enrolled and how many credits they are able to earn compared to students who are at Osage full-time.
5. School of the Osage High School participates in the Missouri Options Program, specifically for students identified as at-risk of not graduating with their original cohort due to severe credit deficiency.

## Early Graduation

Students who wish to apply for early graduation should meet with their counselor and must fill out an early graduation application (located in the guidance office). The following criteria must be met for a student to qualify for early graduation:

- Student has earned an appropriate number of required credits.
- Students enrolled in Credit Recovery courses in the first semester of senior year are ineligible for Early Graduation.
- Application is made prior to October 1st of the senior year.
- High school principal (with input from counselor) and the superintendent must approve application.
- Final approval of early graduation shall be that of the Board of Education (presented at the October Board of Education meeting).
- Students who decide to graduate early are NOT eligible for valedictorian, salutatorian, or top ten honors.
- Missouri Options students are not eligible for early graduation.

## Commencement Ceremony

School of the Osage will host a commencement ceremony each year for seniors who have completed graduation requirements prior to the commencement ceremony. Early graduates may participate in commencement ceremonies.

Graduation night is a big evening for the entire family. The ceremony is intended to be a solemn and dignified occasion, which represents the culmination of many years of schoolwork and serves as a recognition exercise for students and parents alike. It is because of this fact that the Board of Education adopted a dress code to participate in the ceremony. To prevent distraction and disruption of the ceremony, we request that only graduates and designated people be in the ceremony area.

Commencement Ceremony Dress Code:
Students who participate in the graduation ceremony shall wear the robe and mortarboard, as selected by the school district.

Additionally, all students must be in professional dress to participate. Professional dress includes:

- Dress shirt and dress slacks
- Dress, dress shirt or dress slacks/skirt
- Dress shoes--no tennis shoes, boat shoes, boots, or casual sandals

Students are prohibited from decorating their mortarboard or wearing unrecognized honor regalia. If you need assistance with graduation dress including purchasing a cap/gown or dress clothes, please ask your counselor and we will assist you.

STUDENTS WHO DO NOT FOLLOW THE DRESS CODE SHALL NOT PARTICIPATE IN THE GRADUATION CEREMONY.

## Academic Athletic Eligibility Requirements

Any student participating in a school activity or sport sanctioned by the M.S.H.S.A.A. must earn 3.5 credits the previous semester and be enrolled in eight classes the current semester. Spring credits will determine eligibility for fall. Credits earned in the fall semester determine eligibility for the spring. Students that are currently under Academic Probation (receiving incomplete grades upon the close of either semester) as outlined by School of the Osage will be classified as NOT earning credit and therefore could be determined as ineligible due to lack of sufficient credits.

NJCAA ELIGIBILITY - NJCAA Division I and II colleges can offer scholarships; Division III colleges cannot. There are no academic eligibility requirements for athletes entering junior colleges. See www.njcaa.org.

NAIA ELIGIBILITY - NAIA colleges can award full or partial scholarships. To play a sport or receive an athletic scholarship, an athlete must have 2 of the following 3 NAIA requirements.

1. ACT composite score of 18 or 860 on the SAT
2. Overall 2.0 GPA
3. Graduate in the top half of his/her class. See www.naia.org for more details.

NCAA ELIGIBILITY - NCAA Division I and II colleges can offer athletic scholarships; Division III colleges cannot. Before an athlete can play or receive an athletic scholarship at a Division I or II college, he/she must meet NCAA's academic requirements. An athlete wanting to go to a Division I college must have a 2.0 GPA in 16 core courses and the required SAT or ACT score. ACT /SAT Division I eligibility requirements are based on a sliding scale. The higher the core GPA, the lower the test score required. Recommendations for students include:

1. Meet with their counselor as soon as possible to discuss NCAA requirements and to make sure they are taking the right courses. A list of approved core courses for School of the Osage High School (school code: 261835) is available online at www.ncaa.org (Initial eligibility clearinghouse).
2. Take the ACT no later than the spring of their junior year.

3. Register with the NCAA Clearinghouse in the fall of their senior year register online at www. ncaaclearinghouse.net, call 800-638-3731 or check in the counseling office.

## Lake Career and Technical Center

Students at School of the Osage attending LCTC will have following adjustments to total credits required for graduation due to time lost in travel (equivalent to .5 unit of credit each year): Students who attend LCTC for 2 years and earn 1.0 embedded credit must earn 27 total credits for graduation. Students who attend LCTC for 1 year and earn .5 embedded credit must earn a total of 27.5 credits for graduation. LCTC students are required to use district provided transportation to and from LCTC campus unless permission is granted through OHS or LCTC office.

## Guidance & Counseling Services

The counselors work directly with the students, parents, and teachers to provide services and to plan well for student education. To see a counselor, you should ask for a pass which will excuse you from class. Schedule your appointment for a time when you will not miss too much class work. In the Counselor's Office you will find the following:

Personal Counseling: A counselor is willing to assist you in making decisions about college, vocational guidance, or to talk with you concerning personal problems.

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.

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.

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 Change Policy & Procedures

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

YEAR LONG 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. All other considerations will have to be examined separately by a teacher, counselor, and principal.
4. A class cannot be dropped for the purpose of taking a correspondence course.

DUAL-CREDIT CLASSES

1. Dual credit courses may be dropped until the deadline for the college of enrollment for the student.
2. Students will still be required to pay for the course as the college requires.
3. Student will remain in the seated course, earning the grade they receive.

# Attendance Policy

Please take time to read and understand the district attendance policy listed in the district section of this handbook. At the high school, our goal is for students to maintain 95% attendance, or only miss 3.5 days per semester. It is important to understand that student attendance impacts grades and the ability to earn credit toward graduation.

## Discipline for Late Arrivals to School

Students who are late to school (arriving to their classroom anytime after 7:50 am) will be considered late (L). After 8:15am, students will be considered absent, but will also be issued a late (L) when they arrive. When a student reaches their 4th late (L) to first hour, the student will be ineligible for ALL after school activities (which includes competitions, lessons, practices, games, clubs, meetings, etc.) on days where they are late to 1st hour. Once a student reaches their 6th and any subsequent lates, he/she will be in ISS for that day and ineligible for ALL after activities (which includes competitions, lessons, practices, games, clubs, meetings, etc.) that day. Late arrivals to school will reset each quarter. Exceptions may be granted by HS administration.

## Excessive Absenteeism

Students must maintain 85% attendance in order to participate in sports and all other activities. Students must be in attendance for the ENTIRE school day on days that an event is occurring after school, which they plan to participate in unless there is explicit administrator approval prior to the absence. This includes but is not limited to, arriving to school on time. (Please reference Discipline for Late Arrivals to School policy). When a student's attendance falls below 90%, a written warning/notice will be issued. If the attendance rate falls below 85%, the student becomes ineligible for ALL activities until the attendance rate becomes above 85%.

High School administration, counselors, or homeroom staff will meet with students as the student's attendance rate falls below 90%. The purpose of this meeting will be to review the attendance policy and set a goal for improving attendance moving forward. Students who do not maintain 75% attendance may be denied credit for the semester.

When the attendance rate falls to 75%, the student will meet with an administrator and may be DENIED CREDIT for the semester. At this time, the student will continue with coursework and begin the DENIAL OF CREDIT appeals process. Students who have a verified medical diagnosis preventing them from attending school may be exempt from this policy, or may have a 504 or IEP that establishes different expectations for attendance.

State law requires district staff to report all instances of abuse and neglect, which includes educational neglect. Suspected incidences of educational neglect may be reported to the Children's Division of the Department of Social Services, Camden, Miller and Morgan County Juvenile Offices, and/ or prosecuting attorney if the absences are considered truancies. Understand that no such legal action will take place unless strategies and interventions have been proven ineffective.

### Tardy Discipline

This policy is designed for use each quarter. ***This policy does NOT include tardies to first hour***. A student must be in the classroom before the bell rings or he/she will be considered tardy. If another staff member detains a student(s) which causes them to be tardy, the student(s) should obtain a pass from the staff member who detained him/her before going to the next class. Please also reference "Late Arrivals to School" policy and the "Excessive Absenteeism" policies regarding activity participation. A student with a combined total of tardies in all classes will result in the following disciplinary action:

| | |
|---|---|
| 2nd Tardy | Written warning from the office |
| 3rd Tardy | Lunch Detention |
| 4th and 5th Tardies | Assigned 60 minute after school detention<br>Students who fail to serve will be assigned 120 minute detention. |
| 6th or more tardies | Assigned one Monday detention. Failure to serve will result in one day in-school suspension. |

Each subsequent tardy after the 6th may result in 8 days loss of passing privileges.

## Denial of Credit Appeals Process

Because of extenuating circumstances, the following appeal procedures are available to those students who have been placed on no credit status due to excessive absences. The school recognizes that extenuating circumstances beyond the control of the student do exist; such as chronic illness, hospitalization, accidents, etc.

1. The first step in the appeal process to have credit restored is to the high school administration. At this time, the student will have the opportunity to explain all absences. It is the student's responsibility to ensure that complete documentation concerning all absences is on file in the office. If administration determines that excessive absences are of legitimate nature, an extension of absences may be granted.

2. Should a student disagree with the administration's decision, the student may request a hearing before the attendance review committee (parents may also attend this hear- ing). The attendance review committee will be composed of an administrator(s), counselor(s), attendance secretary, class- room teacher(s), and school social worker. The attendance review committee will either UPHOLD the denial of credit, REVERSE the administration's decision and award credit as earned, or AMEND the attendance contract to provide conditions for which a student may earn back their denied credit.
3. If the attendance review committee denies the request for credit reinstatement, the student's next step can be made to the superintendent followed by the Board of Education.

## Signing In and Out During School Day

A student leaving school during the day must sign out in the office. The student must have his/her parents call or have a written note indicating permission to sign out. We have a closed lunch period.

# High School Code of Conduct

## Parking Lot

Students are required to register their automobiles with the office and display the appropriate parking permit at all times. Vehicle must be licensed and registered. Students who park on school property are subject to student drug testing. Students are to enter school immediately after parking. A ten dollar ($10) replacement fee will be required for lost or misplaced parking passes.

All student cars are to be parked in the lot in front of the building. No student vehicles should be parked in front row of lot or in any visitor spots. 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. There are to be no student cars parked or driven in the designated faculty area. All vehicles parked on the school lot will be subject to search by school and/or law enforcement officials.

## Drop Off/Pick Up Procedures

In the morning and afternoons, parents should plan to drop off/pick up their children in the high school parking lot, leaving the front drive lane open for bus traffic. We ask that parents and student drivers be courteous and cautious during release time as the parking lot becomes extremely congested.

## Automobile/Vehicle Misuse Discipline

Uncourteous or unsafe driving on or around district 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 district property.

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

Students are required to have a current OHS parking permit hanging in their vehicle in order to park in their assigned spot on school property during the school day. One permit is given to each student free of charge; a student who loses their permit may purchase a replacement tag for $10.00 from the front office.

First Offense: Warning
Subsequent Offense: Principal/Student conference, detention

## Transportation for LCTC Students

All students who attend 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. Policies about LCTC driving will be given to the students and parents for their signatures. The LCTC bus will depart at 7:45 a.m.

## 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 an appearance that is not distracting to teachers, other students, or to the detriment of the educational process of the school. The following guidelines concerning appropriate student dress must be followed both at school and during extracurricular/evening activities.

All of the following guidelines are genderless.

1. Items considered “costumes” are not to be worn prior to the start of school or during school hours.
2. Caps, hats, and visors will be permitted in common areas, but will not be allowed in the classroom. If a teacher asks for the cap, hat, or visor to be removed in the classroom, and the student refuses, the student will receive an automatic 1 day of ISS.
3. Students are not permitted to go barefoot at any time.
4. Clothing that advocates or advertises controlled substances, alcohol, sexual innuendos, crude or discriminatory language is not to be worn at any time.
5. Undergarments should not be visible at any time, this includes bras, bra straps, and underwear; students should not sag their pants/shorts.

6. A jacket or button-down shirt must accompany and be worn properly with any shirt/ dress that is showing the midsection, is backless, strapless, or not appropriately covering the chest area.
7. Clothing must completely cover all appropriate areas. Holes in clothing are permissible as long as they do not expose buttocks or other private areas.
8. Blankets, pajamas, and slippers are not permitted unless they are connected to an approved spirit day.
9. Building administration reserves the right to determine whether the clothing is distracting, indecent or inappropriate to wear in the school environment, once reported by another staff member.

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.

***Student attire should not interfere with the instructional process***. When/if a student's attire interferes with the instructional process by becoming a distraction, the student will be sent to the office and the administrator will then determine whether the student's attire violates building rules and guidelines. Students who violate the dress code will be asked to change and may not be allowed to return to class while in violation. Excessive dress code violations will be dealt with as insubordination.

## 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 have access to Internet resources through district issued iPads. School of the Osage also maintains a web site at www.osageschools.org. Student pictures without identifying information may appear on the web site. Parents not wanting their children to access the Internet should contact the building principal in writing. See Board of Education Policy EHB for further details.

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

1. Send, display, or download offensive messages or pictures. (Filtering software is used to restrict access undesired sites).
2. Use obscene language.
3. Harass, insult, or attack others.
4. Damage computers, computer systems, or computer networks. (This includes changing workstation and printer configurations.
5. Violate copyright laws.
6. Trespass in other users' files, folders, or work.
7. 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:

1. Loss of access.
2. Additional disciplinary action to be determined by the building principal in accordance with existing practice regarding inappropriate language or behavior.
3. Legal action, when applicable.

## In-School Suspension (ISS)

This is used as a consequence 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 consequence of one day 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. A student must serve the entire day in ISS, 7:50 to 3:35 Tuesday-Friday. Failure to serve the entire day will result in the ISS being rescheduled. Failure to complete all the assigned work may also result in additional days of ISS. When scheduled in ISS, the student must report directly to the ISS room upon arrival to school. Failure to follow the rules of ISS will result in immediate out of school suspension. No extracurricular activities will be allowed on the day when a student is assigned to ISS. Students will earn credit for assignments completed in ISS, but Building-Wide Late Policy will be followed.

## Detention

The detention program is designed to deter specific behavior problems. Detentions are assigned by high school administration. Students who do not serve their assigned detention will double their consequence (i.e. not serving a 60 minute detention results in being assigned a 120 minute detention).

## Monday Detention

The Monday School program is designed to deter specific behavior problems. Hours for Monday school are from 8:00 a.m. to 12:00 noon. Failure to attend or removal from Monday School will result in one day of out-of-school suspension assigned by high school administration. Students who miss a Monday School may not be allowed to attend after school events or extracurricular activities. Additional discipline may be assigned for students who excessively miss Monday School.

## 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 who are suspended from school for 10 days or less will be allowed to complete coursework. It is a suspended student's responsibility to communicate with teachers to turn in missed work; this

may require a student to put in time outside of regular school hours. This policy does not apply to suspensions longer than 10 days, or suspensions which are a result of the Missouri Safe Schools Act.

## 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.

## Bell Schedules

| | |
|---|---|
| 1st Period | 7:50-8:40 |
| 2nd Period | 8:45-9:35 |
| 3rd Period | 9:40-10:30 |
| 4th Period | 10:35-11:25 |
| 5th Period | 11:30-12:50 |
| -1st Lunch | 11:30-11:55 |
| -2nd Lunch | 12:25-12:50 |
| 6th Period | 12:55-1:45 |
| 7th Period | 1:50-2:40 |
| 8th Period | 2:45-3:35 |

# ELEVATE Bell Schedule

| | |
|---|---|
| 1st Period | 7:50-8:33 |
| 2nd Period | 8:38-9:21 |
| 3rd Period | 9:26-10:09 |
| 4th Period | 10:14-10:57 |
| 5th Period | 11:02-12:21 |
| -1st Lunch | 11:02-11:27 |
| -2nd Lunch | 11:56-12:21 |
| ELEVATE | 12:26-1:11 |
| 6th Period | 1:16-1:59 |

| | |
|---|---|
| 7th Period | 2:04-2:47 |
| 8th Period | 2:52-3:35 |

## Assembly Schedule

| | |
|---|---|
| 1st Period | 7:50-8:33 |
| 2nd Period | 8:38-9:21 |
| 3rd Period | 9:26-10:09 |
| 4th Period | 10:14-10:57 |
| 5th Period | 11:02-12:21 |
| -1st Lunch | 11:02-11:27 |
| -2nd Lunch | 11:56-12:21 |
| 6th Period | 12:26-1:11 |
| 7th Period | 1:16-1:59 |
| 8th Period | 2:04-2:47 |
| Assembly | 2:52-3:35 |

# School of the Osage District Information

**District Mission**

SCHOOL OF THE OSAGE

IN PARTNERSHIP WITH OUR

*students, families, and community,*

WILL EQUIP ALL LEARNERS

**District Vision**

# Raising Excellence. The Osage Way.

….Through our Core Values

# Strength
# Opportunity
# Innovation
# Tradition

# Board Approved Calendar

## School of the Osage - Student Calendar

2026-2027

BOE Approved 11/18/2025 REVISION BOE APPROVED 02/17/2026

**August-26**

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

8/25: First Day of School

Instructional Days = 4

**September-26**

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

9/1: ECC First Day of School

Instructional Days = 18

**October-26**

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Instructional Days = 18

**November-26**

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

11/2: Parent/Teacher Conf. 11am to 7pm

11/24 - 11/27: No School

Instructional Days = 12

**December-26**

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

12/22-12/31: No School

Instructional Days = 12

**January-27**

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

1/1: No School

Instructional Days = 16

**February-27**

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

Instructional Days = 16

**March-27**

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

3/1: Parent/Teacher Conf. 11 am-7 pm

3/8: Make Up Day for 6th Inclement Weather Day

3/15: Make Up Day for 7th Inclement Weather Day

3/22-3/26: No School-Spring Break

03/29: Make Up Day for 8th Inclement Weather Day

Instructional Days = 14

**April-27**

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

4/12: Make up Day for 9th Inclement Weather Day

4/19: Make up Day for 10th Inclement Weather Day

Instructional Days = 18

**May-27**

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

5/3: Make Up Day for 11th Inclement Weather Day

5/10: Make Up Day for 12th Inclement Weather Day

5/21: High School Graduation

5/26: ECC Last Day of School

5/27: Last day of School - **Early Dismissal**

5/28: Make Up Day If Needed

Instructional Days = 14.5

Quarter Ends:
1st Quarter - 10/16 (32 days)
2nd Quarter - 12/18 (32 days)
3rd Quarter - 3/05 (36 days)
4th Quarter - 05/27 (42.5 days)
Total Days = 142.5
Total Hours = 1045
High School Graduation: 05/21/27
All Orientations/Open Houses: TBD
New Family Assistance and On-Line Registration Support: TBD

Student Attendance Days
First Day of School
No School - Parent/Teacher Conferences
Make up Days 6 - 12
Last Day of School (Early Dismissal)

The first **FIVE** Inclement Weather Days will be Alternate Method of Instruction (Distance Learning)

Inclement Weather Days 6 through 12 will be made up on Mondays as noted

# District Communication & Social Media

**Stay Connected with School of the Osage**

**Social Media**
Follow us for updates, celebrations, and important information:

- **Facebook**: School of the Osage
- **Instagram**: @sotodistrict
- **Full Directory**: Visit osageschools.org/communications for a complete list of school building accounts.

**Mobile App**
Download the **School of the Osage** app for iOS or Android in the App Store or Google Play. Get news, updates, and quick access to key resources.

**Website**
Our official website, www.osageschools.org, is your go-to source for district news, event calendars, department info, and more.

## Parent Communication Tools

**School of the Osage App**
All parents and students are automatically added to the School of the Osage app, which is used for classroom and teacher communication.

- Teachers use the School of the Osage app to post announcements & message parents.
- Parents can manage notifications by downloading the School of the Osage app on iOS or Android.

**Mass Notifications**
For school closures and emergencies, the district uses phone calls and/or text messages.

- Contact information is pulled from Infinite Campus.
- Families can opt in or out of these notifications during online registration.

**SOTO Update**
This weekly district newsletter features student highlights, upcoming events, and important announcements.

- To subscribe, visit our website, www.osageschools.org >departments >communications >SOTO Update or click here.

## SOTO Communications Standards

Each teacher will:

- Send a **Welcome Email** at the beginning of the school year.
- Provide **monthly academic updates** (around the 15th) regarding student progress.
- Maintain **regular two-way communication** in a language/method families understand.
- Hold **meaningful fall and winter parent conferences**.
- Send an **end-of-year email or letter** with tips for summer learning and enrichment.

# School of the Osage District Personnel

## Board of Education

| | |
|---|---|
| Darrick Steen | President |
| Mike Williams | Vice-President |
| Alison Schneider | Treasurer |
| Ann Duncan | Member |
| Todd Miller | Member |
| Stacy Neal | Member |
| B.J. Page | Member |

## Administration

| | |
|---|---|
| Dr. Jason Price | Superintendent |
| Dr. David Dawson | Deputy Superintendent |

## Central Office Staff

| | |
|---|---|
| Rachel Bullock | Director of Special Services and Compliance |
| Heidi Newell | Director of Curriculum, Assessment, and Professional Development |
| Dr Julie Bird | Director of Student Services and Community Engagement |
| Lori Henley | Board of Education Secretary and Assistant to Superintendent |
| Casey Neuman | Coordinator of HR, Payroll, and Benefits |
| Julie Luttrell | District Bookkeeper |
| Holli Robinett | Accounts Payable Clerk/Federal Programs Coordinator |

## Student Support Services

| | |
|---|---|
| Kevin Baldwin | Social Worker |
| Abbey Lauritson | District Psychological Examiner |
| Chasity Finkemeier | Special Education Elementary Process Coordinator |
| Brenda Thompson | Special Education Secondary Process Coordinator & 504 Coordinator |

## Technology

| | |
|---|---|
| Amy Fowler | Director of Instructional Technology |
| George Lauritson | District Systems and Solutions Architect |
| Blake Randall | Technology Support Specialist |
| Diane Lemke | Transportation/Operations Specialist |

## Transportation

| | |
|---|---|
| Travis Hodge | Director of Transportation |

## Athletics/Activities

| | |
|---|---|
| Tom Guinn | Activities Director |
| Jenny Pearson | Assistant to Activities Director |

## Food Service

| | |
|---|---|
| Kim Whittle | Food Service Director |

## Facilities

| | |
|---|---|
| Bruce Samuelson | Director of Facilities |

# Student Admission and Enrollment

## Student Admission

For admission into the district, students must reside in the district or otherwise be entitled to enrollment in accordance with law and policy JECA. Persons seeking admission to the district and its instructional programs must satisfactorily meet all legal requirements to be enrolled. In addition, the district requests additional information from parents/guardians so that the district may better serve the student. Students who are homeless, in foster care or are otherwise entitled to admission will be admitted in accordance with Board policy and law. (See Board Policy JEC-1.)

## Statement of Prior Suspension, Expulsion or Criminal Offense

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restrictions" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

## Students Suspended or Expelled from Another District

Without the superintendent's or designee's permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent/guardian or student may request a conference with the superintendent or designee to consider whether the conduct of the student would have resulted in a suspension or expulsion in this district. The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another

school or district effective. The superintendent or designee will consider whether the student has received the due process required by law before making any decision.

A remedial conference will be held in accordance with Board policy prior to the enrollment of any student following a suspension or expulsion from another school for an act of school violence as defined in § 160.261.2, RSMo. The remedial conference will be held regardless of whether such an act was committed at a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

# Admission Restrictions

In accordance with § 167.171, RSMo., students may not be readmitted or enrolled to a regular program of instruction in the school district if they have been convicted of or charged with an act that if committed by an adult would be one of the following:

1. First-degree murder under § 565.020, RSMo.
2. Second-degree murder under § 565.021, RSMo.
3. First-degree assault under § 565.050, RSMo.
4. Forcible rape, as it existed prior to August 28, 2013, or rape in the first degree under § 566.030, RSMo.
5. Forcible sodomy, as it existed prior to August 28, 2013, or sodomy in the first degree under § 566.060, RSMo.
6. Statutory rape under § 566.032, RSMo.
7. Statutory sodomy under § 566.062, RSMo.
8. Robbery in the first degree under § 569.020, RSMo., as it existed prior to January 1, 2017, or robbery in the first degree under § 570.023, RSMo.
9. Distribution of drugs to a minor under § 195.212, RSMo., as it existed prior to January 1, 2017, or delivery of a controlled substance under § 579.020, RSMo.
10. Arson in the first degree under § 569.040, RSMo.
11. Kidnapping, or kidnapping in the first degree, when classified as a class A felony under § 565.110, RSMo.

Nothing in this section shall prohibit the readmittance or enrollment of any student if a charge has been dismissed or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program and the district determines that the placement is appropriate, a student subject to these admission restrictions may be admitted to such an alternative education program.

**Social Security Numbers**

The district will not require the disclosure of a Social Security number as a condition for registration purposes but may request that a parent/guardian provide a student's Social Security number if the district explains in writing how the district will use the information and that such disclosure is voluntary.

**Documentation**

The district seeks to provide a safe learning environment for students and will work with both parents/guardians to meet the student's educational needs. However, the district will not mediate disputes between parents/guardians or enforce or monitor visitation arrangements and parenting plans. The district may request court orders or documentation of custody for the limited purpose of verifying who the legal parents/guardians are and who may have contact with the student.

## Virtual Courses

Missouri Course Access Program (MOCAP)

In accordance with the 161.670 RSMo and School Board policies IGCD, IGCDA and IGCE-1, School of the Osage (SOTO) offers virtual courses for all K-12 students through Missouri Course Access Program (MOCAP) and Launch. The Missouri Department of Elementary and Secondary Education (DESE) oversees administration and quality assurance activities related to the MOCAP program. More information can be found at this link. It is the district's responsibility to communicate this opportunity to our parents. It is the parent's responsibility to notify the school district of their interest in virtual course offerings. A student or parent/guardian must receive district approval before the student may enroll in virtual courses provided by or paid for by the district or through MOCAP. Enrollment in courses offered through MOCAP may be denied only if the principal or designee, in consultation with the student's parents/guardians and relevant staff, determines that it is not in the student's best educational interest to enroll in the course. The principal or designee will consider available opportunities for in-person instruction and the student's prior participation in virtual courses when making this decision. As required by law, the district allows for continuous enrollment in MOCAP courses throughout the year. The principal or designee will approve or deny requests to enroll in a MOCAP course within the timeframe required by law. (See BOE Policy IGCD).

Parents and students interested in virtual courses should work with the Assistant Principal in your building to create the best plan of action for the individual student.

# District Attendance Reporting

## The Compulsory Attendance Law

Section **167.031**, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a combination of schools for the full term of the school year.

- The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases.

- Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend.

For more information regarding The Compulsory Attendance Law, click here.

## Importance of School Attendance

A student's attendance record is a very important part of his or her permanent record. Consistent school attendance is an absolute prerequisite for success in each class. There is a direct relationship between attendance, grades, and success in school. Students who are absent from school are not able to participate in class discussions, small group activities, or class experiments. Some of these experiences are not possible to make up; therefore, regular attendance is an important component of the educational process.

It is the expectation of School of the Osage that students will maintain a high rate of attendance (95% or higher) each school year. The terms of the attendance policy may be modified in a student's Individual Education Plan (IEP) or 504 Plan if necessary to accommodate a disability.

The responsibility for attending school on a regular basis lies with the student and parent or guardian.

## Absence Procedures

The following procedure will be followed if a student is absent from school

1. When a student is absent from school with the parent's permission, it will be necessary for the parent to call the building office in order for the student not to be considered truant. Parents are asked to call before 9:00 AM on the day of the absence. Calls will be accepted anytime of the day of absence.
2. If the office does not receive a call from the parent to verify the absence, a phone call will be made to the parents to verify the absence. Parents are encouraged to answer calls from the office so that verifications can be made as quickly as possible.
3. If parents are not able to call and contact with the parents from the office is unsuccessful, students are required to bring a note from their parents to the office attendance secretary before the start of school once they return.
4. If the absence remains unverified it may be recorded and counted as a truancy.

School of the Osage will make NO distinction between AVOIDABLE or UNAVOIDABLE absences. Anytime a student is not at school for any reason they will be marked absent, and their attendance rate will decrease. Student absences will either be VERIFIED or UNVERIFIED. UNVERIFIED ABSENCES will be considered truancy.

## Truancy

Truancy is defined as an absence from school without knowledge or consent of parent/guardian and/or school staff. Examples of truancy may include: a student leaves home for school and does

not attend school, a student leaves school grounds during school hours without permission from the office, a student does not attend a class when at school, a student leaves campus without following proper signing out procedures in the office. Students who report to other buildings (cadet, A+, etc.) are considered truant if they do not report and return from those assignments in a timely manner.

## Tardies

Every student at School of the Osage is expected to be on time in each class. Not only does being on time protect classroom instructional time, it is a positive life skill. Tardiness of individual students interrupts this instructional time. Students with excessive numbers of tardies will be referred to the attendance review committee and subject to disciplinary action (see STUDENT DISCIPLINE).

## Make-Up Work Due to School Absence

Students are expected to complete all assignments from missed classes regardless of whether an absence is avoidable or unavoidable. Students are encouraged to give advance notice of absences whenever possible. 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. Each teacher may set reasonable limits regarding the time frame in which missed work may be completed. Normally, students will have one day to make-up class work and tests for each day of absence.

# Transportation Policies and Regulations

## District and State Policies

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

- Students must be on time, the bus cannot wait beyond its regular schedule for those who are tardy.
- Students should never stand in the roadway while waiting for the bus.
- When crossing a road, students must do so 10 feet in front of the bus after making sure the road is clear.

- Alcohol, drugs, weapons, tobacco products, animals, glass containers, skateboards, or any items that are a danger to riders or others are not permitted on the bus.

DISTRICT REGULATIONS

- Obey the bus driver.
- Obscene language or gestures are prohibited.
- Smoking (including electronic cigarettes) is prohibited.
- Throwing of materials from bus windows is prohibited.
- Vandalism is prohibited.
- Loud talking and unnecessary noises are prohibited.
- No fighting.
- Students must remain seated while the bus is moving.
- Students must not extend the hands, arms, or head from bus windows.
- Students must adhere to safety regulations.
- Students may not ride any bus except their own without permission from the building principal, assistant principal, district office or transportation office AND students must get a bus pass from the office to turn in to the driver.
- Display or use of cell phones is prohibited and will be reported to the building principal.
- Students should arrive at designated bus stops 5 minutes before the scheduled pickup time.

# Osage Family Partnership

The School of the Osage Board of Education believes that engaging parents/families in the education process is essential to improved academic success for all students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families, and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/family involved in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents, families and the community. The Osage Family Partnership is the umbrella organization for the building-level parent groups. Parents are encouraged to get involved at their child's buildings. For more information, please visit our website: https://www.osageschools.org/page/osage-family-partnership.

## Parent-Teacher-Student Involvement

Research shows that parent involvement is one of the most significant factors influencing a child's educational success. We value a strong partnership with parents and students and are committed to fostering a positive and successful school experience. We recognize that effective communication between home and school is essential in supporting student achievement. Please feel free to contact us whenever you have questions regarding your child's education. We will make every effort to respond promptly and address any concerns. We take seriously our shared responsibility to ensure that all students learn and achieve at high levels.

# Parent-Student-School Learning Compact

Parent/Caring Adult:

I want my child to have the best education possible, and I realize that strong, effective school systems are essential. I will make a sincere effort to:

1. Provide a home environment and space that will support and inspire my child to learn.
2. Make sure my child gets adequate sleep and has a healthy diet.
3. Make sure my child is at school on time and attends regularly.
4. Spend time reading with my child every day and help my child begin an ongoing home library.
5. Make a point to find time each day to discuss what my child has learned at school.
6. Communicate and work with teachers and school staff to support and challenge my child academically and socially to be the best that he/she can be.

Student:

I understand education is important to me and that it will help me become a better person. I will make a sincere effort to:

1. Return completed homework on time.
2. Be at school and be on time.
3. Be responsible for my own behavior and good health.
4. Help keep my school safe and clean.
5. Spend time each day reading at home and discussing what I have learned at school.

Teacher:

I understand the importance of a positive school experience for every student and my role as a teacher. I will make a sincere effort to:

1. Teach high quality curriculum & instruction.
2. Be aware of strengths and needs of your child.
3. Regularly communicate with you on your child's performance.
4. Provide a safe, supportive and effective learning environment where your child will be responsible for his/her own behavior and learning.
5. Respect the differences of all children and their families.

Administrator:

I understand the importance of a positive school experience for every student and my role as an administrator. I will make a sincere effort to:

1. Create an effective learning environment to promote high achievement.
2. Be aware of strengths and needs of your child.
3. Regularly communicate with you on your child's performance.
4. Provide a safe, supportive and effective learning environment where your child will be responsible for his/her own behavior and learning.
5. Respect the differences of all children and their families

## Parent Conferences

In addition to the regularly scheduled conferences (see School Calendar), parents are encouraged to visit with the teacher(s) and/or administrators when the need arises. The organizational structure allows time to schedule these conferences with teachers or administrators. Parents may call the school to arrange for a conference that will meet their specific needs.

You may also communicate with the teachers through their email addresses located on the web page www.osageschools.org.

# Safety

## Emergency Drills

Fire, storm, intruder and earthquake drills are completed in accordance with state law annually. School of the Osage staff is trained to be the lead during these drills and has completed ALICE (emergency response training) annually. Alarms or instructions from the intercom or staff will indicate the nature of the drill. Emergency procedures are posted in each classroom. Staff members have access to the platform CrisisGo to initiate an emergency, check building safety plans and see where the nearest rally and reunification points are located. It is vital that these drills are taken seriously by all participants.

## Courage2Report

Courage2Report is Missouri's statewide safety threat alerting system. Please visit their website to learn more: Courage2Report.

We urge anyone with student safety concerns to make a report immediately to help keep our students safe.

## Missouri Safe Schools Information

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.

## Security Procedures

School of the Osage strives to ensure student safety throughout the school day. For this reason, all visitors will be required to provide a valid photo identification card and sign in through the Raptor electronic sign-in system located in the front office of each building. While in the building, visitors will need to wear their visitor badge and only be in areas noted on his/her badge. Raptor may flag visitors who have a criminal record that prohibits him/her from contact with children, and those visitors may be denied entry by school personnel. Volunteers and community mentors will be required to go through volunteer paperwork procedures including a background check before interacting with students.

When signing out children during the school day, parents/guardians or approved emergency contacts must present a valid driver's license before students will be released.

## Student Behavior at Extracurricular Events

Students are expected to behave appropriately and according to the following guidelines at extracurricular events.

- PK - 5th grade students must be accompanied by a parent or guardian.
- 6th - 12th grade students may enter alone with a current school ID card.
- It is highly recommended that all students PK-12 sit with parents or in the designated student section.
- No footballs, frisbees, soccer balls, etc. will be allowed to be brought into district events.
- Lawn area behind the stadium will be fenced off and unavailable.
- Commons, gyms, and other areas of the school are not areas for students to play.

## Campus Closure

If the campus is closed due to weather or other unforeseen circumstances on a regular school day, students may be required to participate in virtual learning. You may receive a phone call from the school's automated calling system updating you if the campus is closed and virtual instruction will take place. Additionally, you may elect to receive text messages. In addition, you may tune your local TV stations.

Or check the school website www.osageschools.org or the SOTO App. In the event of school building closure, on-campus childcare will NOT be available.

## Early Dismissals

Occasionally, the weather conditions may deteriorate during the school day resulting in an early dismissal. Parents are urged to listen to the radio and have your phone nearby to stay informed of early dismissals. Additionally, closure information is posted on our district website and district Facebook account.

## Student Accident Insurance Program

The district provides supplemental student accident insurance through KidGuard to help cover medical expenses resulting from injuries that occur during school hours or school-sponsored activities. In the event of a student injury occurring on school premises or during a school-sponsored activity, the supervising teacher, sponsor, or designated staff member shall complete an incident/accident report. Upon submission of the report, KidGuard, the district's insurance carrier, will initiate contact with the student's guardian to provide claim information and next steps.

This coverage is secondary, meaning it is designed to assist with costs not covered by a family's primary health insurance and does not guarantee full reimbursement of all medical expenses. The policy is not intended to replace primary health insurance, and the school district is not responsible for medical costs not covered under this plan.

To ensure timely processing of any claim, all injuries should be reported promptly to school personnel so that proper documentation can be completed. Additional details regarding coverage, including policy terms, limitations, and exclusions, are available through the district upon request. For complete details call the Central Office 573-365-4091.

## Student Use of Personal Communication Devices

To support a productive learning environment and minimize distractions, students may not use or display personal communication devices during the school day.

Personal communication devices include, but are not limited to, cell phones, smartwatches, laptops, tablets, video game devices, and other electronic devices capable of sending, receiving, storing, or displaying communications, information, images, or data.

For the purposes of this handbook, the school day begins at the official start of the instructional day and ends at the official dismissal time. This includes instructional periods, passing periods, lunch, study halls, and other scheduled school activities during the school day.

**Permitted Uses**

Students may use personal communication devices during the school day only when:

- An emergency situation requires immediate communication.
- Use has been authorized by a teacher, principal, superintendent, or designee for an approved educational purpose.
- Use is required as part of a student's IEP, Section 504 Plan, individualized healthcare plan, or other legally required accommodation.

Any approved use must support the educational program and may not disrupt instruction, interfere with school operations, compromise safety, invade the rights of others, or involve prohibited conduct.

**Violations**

Students who use or display personal communication devices in violation of this handbook or Board Policy JFCD may be subject to disciplinary action, including confiscation of the device.

**Responsibility for Devices**

Students who bring personal communication devices to school do so at their own risk. The district is not responsible for lost, stolen, damaged, or misplaced devices and does not provide technical support for personal devices. (See board policy JFCD.)

# Health and Wellness

## School Nurse

A school nurse is assigned to district schools and assists in meeting students' health needs during the school day. The administration of prescription and over-the-counter medications at school is governed by Board Policy JHCD and Administrative Procedure JHCD-AP(1). Generally, medications must be provided by a parent/guardian in the original container and accompanied by the required written authorization and instructions. Please refer to the "Medication" section of this handbook for additional information. (See Board Policy JHCD – Administration of Medications to Students.)

## 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, unless explicitly exempted. Students entering for the first time are required to have proof of immunization against diphtheria, hepatitis B, pertussis, tetanus, polio, mumps, measles, rubella and varicella.

## Student Illness

If a student becomes ill during the school day, parents/guardians may be contacted and asked to arrange for the student to be picked up from school. Parents/guardians should maintain current emergency contact information and notify the school of any significant medical conditions or changes in health information.

To help prevent the spread of illness, students should remain home until they have been fever-free for at least 24 hours without the use of fever-reducing medication. (See Board Policies JHC and EBBA.)

## Policy on Communicable Diseases

The School of the Osage School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Immunization
In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Universal Precautions
The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk
Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations
There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and non blood borne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Confidentiality
The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and Disease Outbreak Control
Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Notification
Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent. (See Board Policy EBB.)

## Administering of Medications to Students

Definitions
1. Medications – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.
2. Authorized Prescriber – Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

General - The School of the Osage is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or

short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students. Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. Except for the emergency use of a pre-filled epinephrine auto syringe, the district will not administer the first dose of any medication. Parents/ Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Prescription Medications - The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Self-Administered Medications - An authorized prescriber or a student's IEP or Section 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of a chronic health condition including, but not limited to, asthma and anaphylaxis, in accordance with this policy and law. The district will permit the self-administration of other medications as required by the student's Section 504 plan or IEP. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.

2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Possession of Self-Administered Medications - An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of a chronic health condition including, but not limited to, asthma or anaphylaxis, on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's Section 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

Emergency Medication - All student-occupied buildings in this district are equipped with pre-filled epinephrine auto syringes that can be administered by the school nurse or other school employee trained and supervised by the nurse when the nurse or trained employee believes, based on his or her training, that a student is having a life-threatening anaphylactic reaction. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practice.

Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply. The school nurse will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

Consequences - Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

# School Lunch Program

## Breakfast & Lunch Program

The school cafeteria is an essential part of the district's health and wellness program. To encourage good nutrition, a well-balanced breakfast and lunch are offered daily at a reasonable cost. Families are encouraged to keep positive balances in student meal accounts. Funds should be deposited regularly so that students do not accrue a negative balance.

**Ways to Pay for Meals**

Parents and guardians may add funds to student lunch accounts in the following ways:

- Online payment through the district's Infinite Campus Parent Portal payment system using credit/debit card
- Sending cash or check to school with your child
- In-person payments at the school office as available

## 26-27 CAFETERIA PRICE LIST

***Early Childhood Center***

| | |
|---|---|
| STUDENT Breakfast | FREE |
| STUDENT Lunch | FREE |
| ADULT Breakfast | 2.45 |
| ADULT Lunch | 3.70 |
| REDUCED Lunch | FREE |
| EXTRA MILK | .60 |

***Heritage Elementary***

| | |
|---|---|
| STUDENT Breakfast | FREE |
| STUDENT Lunch | 2.45 |
| ADULT Breakfast | 2.45 |
| ADULT Lunch | 3.70 |
| REDUCED Lunch | .40 |
| EXTRA MILK | .60 |

***Upper Elementary***

| | |
|---|---|
| STUDENT Breakfast | FREE |
| STUDENT Lunch | 2.55 |
| ADULT Breakfast | 2.45 |
| ADULT Lunch | 3.70 |
| REDUCED Lunch | .40 |
| EXTRA MILK | .60 |

***Middle School***

| | |
|---|---|
| STUDENT Breakfast | FREE |
| Breakfast Grab N Go | 1.35 |
| STUDENT Lunch | 2.70 |
| ADULT Breakfast | 2.45 |
| ADULT Lunch | 3.70 |
| A LA CARTE | 2.45 |
| OTHER SIDES | .95 |
| REDUCED Lunch | .40 |
| EXTRA MILK | .60 |

***High School***

| | |
|---|---|
| STUDENT Breakfast | FREE |
| Breakfast Grab N Go | 1.35 |
| STUDENT Lunch | 2.85 |
| ADULT Breakfast | 2.45 |
| ADULT Lunch | 3.70 |
| A LA CARTE | 2.45 |
| OTHER SIDES | .95 |
| REDUCED Lunch | .40 |
| EXTRA MILK | .60 |

# Free & Reduced Lunch

It is important for all families to complete a meal benefit application so the district can better serve and support School of the Osage students and families.

For questions or assistance, please contact:
Kim Whittle
573-348-0004 ext. 4308
whittlek@osageschools.org

If one student in a household is eligible for free meals through Direct Certification via the Supplemental Nutrition Assistance Program (SNAP), all students in that household are automatically eligible for free meals.

Foster children who are the responsibility of the state or placed by a court with a caretaker household are categorically eligible for free meals without an application. However, foster children should be included on a household application if there are additional children in the home. In those cases, non-foster children may qualify for meal benefits based on household size and income.

# Student Discipline

## School Resource Officer

The Osage Beach Police Department, The Lake Ozark Police Department, and School of the Osage will continue to provide a school resource officer. The basic outline of duties for the SRO includes investigating crimes that occur within the school and on school property, being 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

School lockers, desks, technology, and other district property are provided for the convenience of students and are subject to inspection in accordance with law and Board policy. Students do not have an expectation of privacy in district-owned property.

Student property, including vehicles parked on district property, may be searched when school officials have reasonable suspicion that a violation of law, district policy, or school rules has occurred. Searches will be limited in scope to the original justification for the search, and student privacy and dignity will be respected. Searches will be conducted in the presence of adult witnesses when possible.

If administrators reasonably suspect that a student is concealing controlled substances, weapons, stolen property, or evidence of a crime beneath clothing and the student refuses to surrender the item, law enforcement may be contacted to conduct or assist with the search.

District employees and volunteers, other than commissioned law enforcement officers, will not conduct strip searches except as permitted by law. Parents/guardians will be notified as soon as possible if a strip search is conducted.

If reasonable under the circumstances, students may be required to empty pockets or remove jackets, coats, shoes, or other outer clothing that does not expose undergarments. (See Board Policy JFG – Searches of Students and Student Property.)

## Reporting to Law Enforcement

School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Board encourages all employees who have information about any criminal act to share that information with their supervisors. The Board expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board policy. Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement entity. The following criminal acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021,RSMo.
2. Voluntary manslaughter under § 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4. First- or second-degree kidnapping under §§ 565.110,.120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050,.052, .054, RSMo.*
6. Rape in the first or second degree under §§ 566.030, .031,RSMo.
7. Sodomy in the first or second degree under §§ 566.060,.061, RSMo.
8. Burglary in the first or second degree under §§ 569.160,.170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

    *Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion. All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement entities and juvenile justice authorities if the disclosure concerns the law enforcement entity's or juvenile justice authority's ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

# Student Code of Conduct

## Documentation of Student 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 and in accordance with law and board policy JGF.

## Conditions of Suspension, Expulsion, and other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, 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 district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. 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 the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades - As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade.

**The decision to escalate a consequence rests with school administration and will be made with consideration to the context of the incident, student history, and the overall impact on the school environment.**

# Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. 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.

## Academic Dishonesty

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics, including unauthorized use of generative artificial intelligence (AI), such as large language models (chatbots).

First Offense: No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities

## 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

Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

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.

Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.
Subsequent Offense: Expulsion.

## Bullying and Cyberbullying

(For more information on bullying policies and procedures including reporting and investigating alleged bullying, see Board Policy JFCF.)

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any students without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Any offense committed by a student on transportation provided by or through the district 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. (See Board Policy JFCC.)

## Dishonesty

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

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

## Disrespectful or Disruptive Speech

(See Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. 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, 1- 180 days out-of-school suspension, or expulsion.

## Drugs / Alcohol

(See Board Policies JFCH and JHCD) - Possession, sale, purchase or distribution of any over-the-counter drug or non over-the-counter drug, herbal preparation or imitation drug or herbal preparation while on school property.

School of the Osage may use dogs trained to detect illegal substances on school property, including within school buildings, on school grounds, and in parking areas. If a trained detection dog alerts to a student or a student's personal property, including a vehicle, school officials may conduct a search in accordance with district policy. If possession of illegal substances or other prohibited items is confirmed, the student will be subject to disciplinary consequences as outlined in the Student Handbook and applicable district policies.

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

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(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

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(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.
Subsequent Offense: 11-180 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 Care for or Return District Property

Loss of, failure to return, or damage to district property including, but not limited to, books, iPads, computers, calculators, uniforms, and sporting and instructional equipment will result in consequences.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense: Restitution. Detention or in-school suspension.

## Failure to Meet Conditions of Disciplinary Consequences

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, 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 is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

## False Alarms

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property will result in consequences.

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

Mutual combat in which both parties have contributed to the conflict either verbally or physically will face disciplinary consequences.

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.

## Gambling

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games will result in consequences.

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

## Harassment, including Sexual Harassment

Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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.

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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.

## Hazing

(See Board Policy JFCG**):** Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of

initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district- 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.

## Incendiary Devices or Fireworks

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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

## Insubordination

Failure to follow a reasonable request from faculty or staff.

First Offense: Student/Principal conference, detention, Monday school or 1 – 3 days in school suspension.
Subsequent Offense: Detention, Monday school, 3- 5 days in-school-suspension or out-of-school suspension.

## Nuisance Items

Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

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

## Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material

(see Board Policies AC and ACA) Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

## Sexual Activity

Acts of sex or simulated acts of sex.

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.

## Technology Misconduct

(see Board Policies EHB and KKB)
Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; 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, loss of user privileges, detention, or in-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 of 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

Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

All Offenses: Confiscation of tobacco product. 4 days out-of-school suspension up to 10 days out-of-school suspension.

## Truancy or Tardiness

(See Board Policy JED) -Absence from school without the knowledge and consent of parents/guardian and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

## 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 district, 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) Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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.

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.

Possession or use of ammunition or a component of a weapon.

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.

# Media & Technology

## Technology Usage

Rights and Responsibilities
School of the Osage technology exists for the purpose of enhancing and transforming the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students; families and other patrons of the district, all of which positively impact student achievement. The district will

periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions
For the purposes of this policy and related procedures and forms, the following terms are defined:

- Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e- mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.
- User – Any person who is permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, School Board members, community members, school volunteers and agents of the school district.
- User Identification (ID) – Any identifier that would allow a user access to the district's technology resources, or to any program, including but not limited to, e-mail and Internet access.
- Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.
- Authorized Users
- The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as community members, school volunteers, consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy
A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voicemail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will

only be pro- vided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. In addition, the district may search laptops, smartphones or other personal devices not owned by the district but using district technology resources if the district has reasonable suspicion that employees or students using these devices are violating the law or district policies, procedures and rules, in accordance with law. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.
Visitors using laptops, smartphones or other personal devices and utilizing the district's technology resources are also subject to district policies, procedures and rules.

Technology Administration
The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring
The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Evading or disabling of the content filter installed by the district, including attempts to evade or disable, is a serious violation of district policy.

The superintendent or designee may fully or partially disable the district's content filter to enable access for a non-student user for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All students will be instructed on safety and security issues, including appropriate online behavior and the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records. All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources, including the district web page, are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. Any expressive activity involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of

relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures
Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages
All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement
The district makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non- deliveries, mis-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

Student Users
No student will be given access to the district's technology resources until the district receives User Agreements signed by the student and the student's parent/guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the dis- trict's technology resources by the superintendent or designee.

# Technology Usage Procedures

(ADMINISTRATIVE PROCEDURE EHB-AP1)
Student Users
All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

External Users
Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

General Rules and Responsibilities
The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits the use of any technology to access, view or disseminate information any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information pregnancy or use of leave protected by the Family and Medical Leave Act.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from the district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or non-curricular publications distributed using district technology will comply with the law and Board policies on confidentiality. All district employees will abide by state and

federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records. All students will be instructed on the dangers of sharing personal information about them- selves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

A user is responsible for all email originating from the user's e-mail account or other electronic messaging accounts.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e- mail of other users are prohibited.
3. Users are prohibited from sending unsolicited mass email. The district considers more than 10 addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with district policies and procedures.
5. Users must obtain permission from the superintendent or designee before sending any district-wide e-mail messages.

Communication Devices

Pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices may not be used during regular school hours. The school will not be responsible for personal items that are lost, stolen or broken. Electronic devices being used on school grounds during regular school hours will be confiscated by any teacher or administrator and returned at the end of the school day. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

Additional Information

- Students are required to have a signed Technology Usage
- Agreement in order to use school technology, including the Internet and network.
- Student logons and the Internet filter are administered/maintained by the district's technology department.
- District provided devices and computers on campus are for instructional use and productivity. Students may check out school equipment, including but not limited to, cameras, assigned computers, replacement computer, with a signed parental permission form on file.
- All checked out equipment is due at the start of the school day, and fines may be assessed for late equipment.
- Personal electronic devices being used on school grounds during regular school hours may be confiscated by any teacher or administrator and returned at the end of the school day or to a parent. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.
- District provided device volume should be set to a level that does not interfere with other students' learning.
- Parents/Guardians have the opportunity to purchase insurance for student provided devices that go home with students. If the device is insured and damages occur, the user is only responsible for damages up to a specified amount. If the device is not insured the user would be responsible for the full price of the repairs. The only exception would be if there is intentional damage to the device. If there is intentional damage to the device the user will be responsible for the full repair cost regardless if the device is insured or not.
- Cameras, video cameras, video phones, and/or other type of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.
- We believe that social media is a powerful tool that can be used to communicate and engage with our students, parents and community. Attacks by or negative behavior by students, employees, or parents or that causes a disruption to our learning environment will not be tolerated.
- All students must sign the Technology Usage Student User Agreement (EHB-AF2) in order to use district technology resources.

## 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.

# Student Drug Testing

**Covered Activities:** Activities for which students are subject to the District's drug testing program, including participation in Missouri State High School Activities Association (MSHSAA) activities, school-sponsored clubs, and parking a vehicle in school parking lots.

GENERAL PROCEDURES FOR ALL MIDDLE SCHOOL and HIGH SCHOOL STUDENT DRUG TESTING

Sample Collection - Urine samples will be collected using a method intended to minimize the intrusiveness of the procedure. The District will utilize a contracted third-party testing company to conduct drug testing. All testing and specimen collection procedures will be conducted in accordance with the testing company's established policies and procedures and in a manner that protects the student's privacy. The student will provide the sample in privacy. The test administrator shall supervise the collection from outside the closed door, listening for normal sounds of urination. The test administrator shall also verify the warmth and appearance of the specimen. If at any time the test administrator suspects the sample is being tampered with, the test administrator may end the collection process and notify the superintendent or designee, who will determine whether a new sample should be obtained.

Protection of information (Privacy) - Each randomly selected student will be assigned a specimen number that shall serve as the identifier of all material sent to the lab. The student and his or her parent/guardian shall have access to the specimen number. The laboratory will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the appropriate extracurricular sponsor, the parent/guardian of the student and other persons the superintendent or designee determines need to know the information to implement district policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with a need to know the information will have access to the information.

Positive Test Results - If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/ guardian shall be given the opportunity to submit additional information to the district administration or the Medical Review Officer. The district may consult with the Medical Review Officer in determining whether the positive results were caused by something other than the consumption of prohibited substances.

RANDOM DRUG TESTING Notification and Consent - An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements and the drug testing procedures that will be used. Students wishing to participate in covered activities shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the principal's office by the first day of participation. The signed consent form shall be valid for all covered activities and will remain effective until revoked in writing by the parent/guardian. Students who do not return the signed consent form

shall not be allowed to participate in covered activities. Random Selection - The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student selected using the random selection process. Testing- Samples may be tested for THC/marijuana, benzodiazepines, cocaine/benzoylecgonine, amphetamines, barbiturates, phencyclidine, methamphetamine, opiates/ morphine, K-2, bath salts, alcohol and performance enhancing drugs, including anabolic steroids. The samples may be tested for other drugs at the district's discretion. Samples will not be screened for the existence of any physical conditions other than prohibited drug and alcohol use.

Consequences- Following a confirmed positive test result, the superintendent or designee will immediately suspend the student from all covered activities and will schedule a conference with the student, the parent/guardian and the sponsor of the covered activity. Offenses accumulate throughout grade seven through twelve. Depending on the timing of the drug test, the student may be excluded from participation in activities at the end of the school year, over the summer and/ or into the beginning of the next school year.

First Offense: The first time a student tests positive under the random drug testing program, the student shall be suspended from participation in all covered activities for 30 calendar days and must pass a drug test administered by the district prior to participating in covered activities again.

Alternative First Offense: With the consent of the student and his or her parents/guardians, the superintendent may reduce the suspension so that the student is only prohibited from participating in covered activities for a total of ten (10) calendar days as long as the student meets the following requirements: *Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences. *The student will be required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year.

Second Offense: Students with two (2) positive test results for drugs or alcohol will be prohibited from participating in all covered activities for 90 calendar days and must pass a drug test administered by the district prior to participating in covered activities again. Each

Subsequent Offense: Students with three (3) or more positive test results will be prohibited from participating in all covered activities for 365 calendar days and must pass a district-administered drug test prior to participating in covered activities again.

Refusal to Submit or Falsifying Results - A student who refuses to submit for drug testing notified of the need to do so or engages in conduct that clearly obstructs the testing process. A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one (1) calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student

was suspended. Students unable to produce adequate urine for testing will be given the opportunity to provide an oral saliva sample collected via swap administered by the contracted drug testing company.

Self-Reporting - When a student, of his or her own volition, self-reports consuming drugs or alcohol in violation of district policy to an administrator, coach or extracurricular sponsor before receiving notification that he or she will be tested, that student shall be allowed to continue to participate in covered activities under the same restrictions imposed on a student who had an initial positive test even if the student had tested positive previously. A self-report is considered the same as testing positive for the purpose of future positive tests. A student may only take advantage of self-reporting once between seventh and eighth grade and once between ninth and twelfth grade.

# Other Notices & Policies

## Notification of Rights under FERPA for Elementary & Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are: 1. The right to inspect and review the student's education records within 45 days after the day the School of the Osage receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School of the Osage to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School of the Osage to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202 See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student – • To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1)) • To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)) • To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance 73 with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35) • In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4)) • To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5)) • To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6)) • To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7)) • To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8)) • To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9)) • To appropriate officials in connection with a health or safety emergency, subject to

§ 99.36. (§ 99.31(a)(10) • Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

## Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that School of the Osage, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, School of the Osage may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School of the Osage to include this type of information from your child’s education records in certain school publications. Examples include: • A playbill, showing your student’s role in a drama production; • The annual yearbook; • Honor roll or other recognition lists; • Graduation programs; and • Sports activity sheets, such as for wrestling, showing weight and height of team members. 74 Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. If you do not want School of the Osage to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 1. School of the Osage has designated the following information as directory information: -Student’s name -Grade Level -Photograph
-Participation in officially recognized activities and sports -Weight and height of members of athletic teams -Degrees, honors, and awards received

## Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)– 1. Political affiliations or beliefs of the student or student’s parent; 2. Mental or psychological problems of the student or student’s family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility. Receive notice and an opportunity to opt a student out of – 75 1. Any other protected information survey, regardless of funding; 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance,

administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Inspect, upon request and before administration or use – 1. Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. School of the Osage has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. School of the Osage will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School of the Osage will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. School of the Osage will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales, or other distribution. Administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

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

## Every Student Succeeds Act of 2015 (ESSA) - Complaint Procedures

https://dese.mo.gov/media/pdf/essa-complaint-procedures

## Every Student Succeeds Act of 2015 (ESSA) - Parents Right to Know

**https://www.osageschools.org/page/federal-programs**

## Notice of Non-discrimination

The School of the Osage School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. David Dawson
Deputy Superintendent/Title IX Coordinator
1501 School Road
P.O. Box 1960
Lake Ozark, MO 65049
573-365-4091
dawsond@osageschools.org

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy ACA. Policy and Regulation ACA shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

## Teacher Qualifications

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information: Whether 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 student's teacher is teaching in the field of discipline of the certification of the teacher. Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent– Information on the achievement level of the parent's child in each of the state academic assessments as required under Title I.A; 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 has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## 504 Public Notice

The School of the Osage School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty. The School of the Osage School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The School of the Osage School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the Central Administrative Offices weekdays from 8:00-4:00 in the office of the 504 Coordinator. This notice will be provided in native languages as appropriate.

## IDEA 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, 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 Central Administrative Offices weekdays from 8:00-4:00 in the office of the Special Education Director. This notice will be provided in native languages as appropriate.

## Homeless, Migrant, and ESL Students

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact your child's school.

## Trauma Informed Care

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative." Information for this initiative can be found at https://dese.mo.gov/traumainformed.

## Hazardous Materials

Hazardous Materials, Asbestos, and Lead Safety

The School of the Osage School District maintains procedures for the safe purchase, storage, handling, transportation, and disposal of hazardous materials in accordance with applicable laws and regulations. The district complies with all requirements related to asbestos management and environmental safety and works with appropriate state and federal agencies when necessary. Information regarding asbestos management plans and environmental safety programs is available through the district administration office.

The School of the Osage School District is committed to protecting students, staff, and visitors from potential lead exposure. The superintendent or designee will identify and develop plans to eliminate potential sources of lead poisoning on district property. The district may include

periodic testing of drinking water as part of its lead eradication efforts. If lead levels exceed recommended standards, the district will notify the school community as required by law. (See Board Policy EBAB – Hazardous Materials.)