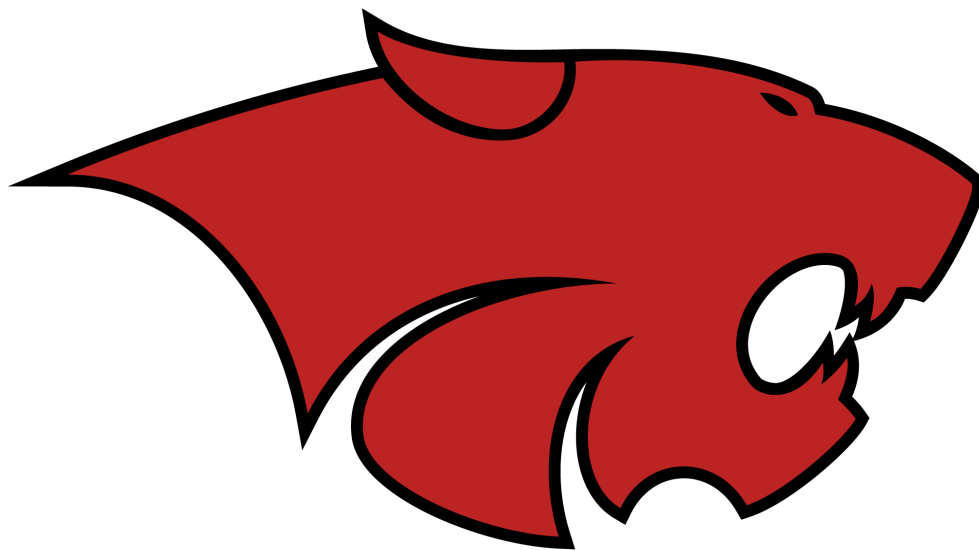


Osage County R-II Schools

**LINN ELEMENTARY**

**2023 ~ 2024**



**STUDENT and  
PARENT/GUARDIAN  
HANDBOOK**

Updated July 2023

## **Our District Mission Statement**

The Mission of the Osage County R-II School District is to provide sufficient opportunities for all students to become successful, life-long learners. Our students will graduate with the competence and confidence necessary for productive living and responsible citizenship, through the combined efforts of parents, community, the school district and student determination. The school will provide relevant and challenging educational programs offered by caring, concerned, and competent personnel in an appropriate environment.

## **Linn Elementary Mission Statement**

Educate, engage, empower everyone everyday, that's the Wildcat way.

School Website: [www.linn.k12.mo.us](http://www.linn.k12.mo.us)

Mascot: Wildcats

School Colors: Cardinal Red & White

## **Board of Education**

<b>Member</b>	<b>Title</b>	<b>Term Expires</b>
Shawn Strong	President	April, 2026
Hannah Swann	Vice-President	April, 2024
Mark Baker	Secretary	April, 2024
Naomi Klouzek	Treasurer	April, 2026
Lori Greer	Member	April, 2026
Brett Phillips	Member	April, 2025
Jamie Bish	Member	April, 2025

**Superintendent of Schools-** Mr. Bob James

**Elementary School Principal-** Ms. Cammie Higgenbotham

**High School Principal-** Ms. Erin Sassmann

**Special Education Coordinator-** Ms. Rylee Glenn

**6-12 Assistant Principal/Athletic Director -** Mr. Chris Minnix

*"Educate, engage, empower everyone every day – that's the Wildcat Way!"*

## Linn Elementary School Staff: 2023-2024

Preschool Director	Suann Bower	<a href="mailto:bowers@linn.k12.mo.us">bowers@linn.k12.mo.us</a>
Parents As Teachers	Abigail Duke	<a href="mailto:dukea@linn.k12.mo.us">dukea@linn.k12.mo.us</a>
Parents As Teachers	Cassie Sneller	<a href="mailto:snellerc@linn.k12.mo.us">snellerc@linn.k12.mo.us</a>
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First Grade	Christiana Mustion	<a href="mailto:mustionc@linn.k12.mo.us">mustionc@linn.k12.mo.us</a>
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Second Grade	Shannon Forck	<a href="mailto:forcks@linn.k12.mo.us">forcks@linn.k12.mo.us</a>
Second Grade	Amy Hoffman	<a href="mailto:hoffmana@linn.k12.mo.us">hoffmana@linn.k12.mo.us</a>
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Third Grade	Brittany Mebruer	<a href="mailto:mebrueb@linn.k12.mo.us">mebrueb@linn.k12.mo.us</a>
Third Grade	Cindy Sieg	<a href="mailto:siegc@linn.k12.mo.us">siegc@linn.k12.mo.us</a>
Fourth Grade	Kelsey Woehr	<a href="mailto:woehrk@linn.k12.mo.us">woehrk@linn.k12.mo.us</a>
Fourth Grade	Christy Warren	<a href="mailto:warrenc@linn.k12.mo.us">warrenc@linn.k12.mo.us</a>
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Fifth Grade	Debbie Wagner	<a href="mailto:wagnerd@linn.k12.mo.us">wagnerd@linn.k12.mo.us</a>
Special Services	Tina Herdon	<a href="mailto:herdont@linn.k12.mo.us">herdont@linn.k12.mo.us</a>
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Art/Gifted	Alicia Troesser	<a href="mailto:troessera@linn.k12.mo.us">troessera@linn.k12.mo.us</a>
K-5 Music	Timothy Campbell	<a href="mailto:campbellt@linn.k12.mo.us">campbellt@linn.k12.mo.us</a>
Library Media Specialist	Lea Uthe	<a href="mailto:uthel@linn.k12.mo.us">uthel@linn.k12.mo.us</a>
Title 1	Melanie Brandt	<a href="mailto:brandtm@linn.k12.mo.us">brandtm@linn.k12.mo.us</a>
Title 1	Beth Plume	<a href="mailto:plumb@linn.k12.mo.us">plumb@linn.k12.mo.us</a>
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Secretary	Teresa Heidbrink	<a href="mailto:heidbrinkt@linn.k12.mo.us">heidbrinkt@linn.k12.mo.us</a>
Counselor	Joyce Everett	<a href="mailto:everettj@linn.k12.mo.us">everettj@linn.k12.mo.us</a>
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Paraprofessional	Joan Goans	<a href="mailto:goansj@linn.k12.mo.us">goansj@linn.k12.mo.us</a>
Paraprofessional	Tonia Sousa	<a href="mailto:sousat@linn.k12.mo.us">sousat@linn.k12.mo.us</a>
Paraprofessional	Brooke Walsch	<a href="mailto:walschb@linn.k12.mo.us">walschb@linn.k12.mo.us</a>
Paraprofessional	Ashley Strobe	<a href="mailto:strobea@linn.k12.mo.us">strobea@linn.k12.mo.us</a>
Paraprofessional	Carolyn Pointer	<a href="mailto:pointerc@linn.k12.mo.us">pointerc@linn.k12.mo.us</a>
Technology Director	Eric Morfeld	<a href="mailto:morfeldm@linn.k12.mo.us">morfeldm@linn.k12.mo.us</a>
Special Education Director	Rylee Glenn	<a href="mailto:glennr@linn.k12.mo.us">glennr@linn.k12.mo.us</a>
6-12 Assistant Principal/AD	Chris Minnix	<a href="mailto:minnixc@linn.k12.mo.us">minnixc@linn.k12.mo.us</a>
Elementary Principal	Cammie Higgenbotham	<a href="mailto:higgenbothamc@linn.k12.mo.us">higgenbothamc@linn.k12.mo.us</a>

### **Academic Achievement**

Grade cards go home at the end of each school quarter. Parents have access to their child's grades on the Infinite Campus program as well. You are invited to contact the teacher regarding progress at any time. Parents filling out a signed permission form will be sent a password to access Infinite Campus.

### **Administering Medicines To Students      Board Policy 2870**

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

### **Admission**

The admission or denial of admission of all students shall be under the direction of the Superintendent, subject to the approval of the Board of Education. All persons seeking admission to the District and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, safety and other eligibility prerequisites as established by Board policies, rules and regulations, and by law. Students entering the District will be required to present a birth certificate or some other acceptable proof of age along with proof of residency in the District, or a request for a waiver of the residency requirements unless the student is exempt from the residency requirements as set forth in District policies, rules and regulations. Upon a request to enroll any student in the District, a request for the student's previous school records along with any other relevant records as set forth in Missouri state statute. Any enrollment of a student prior to receipt of the student's previous discipline records will remain conditional until receipt of such records. A student will be allowed to attend school during the conditional enrollment so long as the student does not violate the District's code of conduct or pose a threat of harm to students or employees of the District.

### **After School Activities**

Individuals wishing to use the building to provide activities beyond the regular school day must receive prior approval from the administration. Persons making a request need to complete a formal application and agree to accept responsibility for the activity. The school does not provide transportation services for students staying beyond the school day. School district activities will always take precedence over outside entities.

### **After School Dismissal**

The last bell for student dismissal rings at 3:45 p.m. The buses should be loaded by 3:55 pm. Children who are picked up are dismissed after the buses leave the loading zone. A staff member will be outside to motion waiting cars in the pick-up line. We ask that all parents line up their cars in the pick up line rather than walking up to get their children. Students will be called out to meet parents in order of their arrival. Parents must notify the school, in writing or by telephone prior to 2:00 p.m. if the student is not to go home in the usual manner. Students must have a bus pass from the office in order to ride a different bus or be dropped off at a different place than normal.

### **Alternative Methods of Instruction (AMI)**

Beginning in school year 2020-21, a local education agency (LEA) will not be required to make up school hours that are lost or canceled due to exceptional or emergency circumstances (up to 36 hours) if the LEA implements an Alternative Methods of Instruction (AMI) Plan that is approved by the Department of Elementary and Secondary Education (DESE) (see Section 171.033, RSMo). The Osage County R-II School District submitted an AMI plan to DESE that has been approved. The AMI plan includes instruction via electronic/web-based platforms, textbooks, packets/worksheets, library books, manipulatives, learning games and teacher created materials. Students will be expected to complete lessons and activities that are assigned within due dates that are assigned at the time. DESE has indicated that this plan will also be approved for utilization in the event of school closure in the event of another pandemic school closure.

### **Appointments During the School Day**

Any student arriving on or leaving school grounds during the school day is required to check in or out in the main office. Parents needing their student released during the school day must contact the school office to indicate the time and the reason for dismissal.

### **Arrival and Departure**

Regular school hours are 7:45-3:45 daily with the first class starting at 7:45 a.m.

**Students may enter the building at 7:15 a.m.** Students should leave the building no later than 4:00 p.m. unless participating in a supervised after-school activity, or they are requested to stay by a teacher. Students must be supervised by school personnel at all times. Students arriving prior to 7:15 a.m. are not supervised by school personnel and therefore should not be dropped off

earlier than that time. Students must check in/out at the office before entering class or before leaving the building when arriving or departing from school property at times other than the regular school hours.

### **Assemblies**

Assemblies are designed to provide students with an enriching experience that will help them fully develop their school career. Assemblies are an extension of the classroom, and students are to conduct themselves accordingly at all times. Students who abuse their privileges will be disciplined according to the discipline policy.

### **Attendance Policy**

Regular attendance is a critical factor for student success. If physically and medically able, the student should attend school every day and be on time. This is necessary for the student to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Absence from a class period can never be completely made up, because the student will have missed class discussion, interactive work with others, feedback from the teacher, teacher instruction, and the opportunity to participate in the normal routine of the school day. We encourage parents to schedule appointments after school or on Mondays whenever possible.

Daily calls are made to parents/guardians of students who are absent/tardy without parental notification to the school. Parents/guardians are strongly encouraged to call the office (897-4200, ext. 1100 or 1110) by 9:00 a.m. on the day a student is absent. Parents may request homework assignments at this time as well. Assignments should be picked up at the office after 2:00 p.m. Parents requesting homework assignments after 10:00 a.m. may have to schedule pick-up for the next morning.

If a student is absent from school due to a doctor's visit, a note from the doctor is required upon their returning to school in order to be counted as an excused absence. It is not the school district's responsibility to judge the validity of a student's absence; however, it is the district's obligation to report excessive absenteeism to the appropriate authorities.

Make up work: It is the student's responsibility to ask the teacher for make-up work upon returning to class. One (1) make-up day will be allowed for each day of absence. For example, a student who is absent two days will be allowed two days to complete and turn in make-up work. When a test or assignment was announced during the student's presence in class, he/she may be required to take the test or hand in the assignment on the date designated.

A student who is absent from school due to an out-of-school suspension (OSS) will not be granted an extension for work missed during the suspension.

Each absence will be labeled excused or unexcused. An excused absence is an absence that is justified by official documentation (i.e. doctor, dentist, obituary, judge's excuse) or has been approved by the principal. An unexcused absence is any absence that is not supported with official documentation or prior notification to the principal.

***Procedures for excessive absences will be as follows:***

**3 absences** Letter mailed home

**6 absences** Letter mailed home, Success Team meeting scheduled with parents, the school, and other relevant/necessary persons (ie counselor, DFS, Juvenile officer, etc)

**9 absences** Letter mailed home, Success Team reconvenes, student contract put into effect

**12 absences** Letter mailed home, DFS contacted, possible referral to Juvenile Office, Success Team meeting reconvenes and will include the superintendent

Students who arrive after the tardy bell must be signed in at the office by a parent or guardian. Upon arrival at school, students may not leave school grounds unless the office releases them.

Truancy is defined as deliberate absence from school on part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate. Missouri State Law mandates reporting to the Missouri Children's Division when there is reasonable cause to suspect that a student's non-attendance is due to educational neglect of the parents/guardians. Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report to the Children's Division with the building principal regarding the situation. The superintendent will be apprised of the status of the case.

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences: In case of absence, it is the responsibility of the parent/guardian to notify the school. Each absence will be labeled verified or unverified. A verified absence is an absence that is justified by official documentation (i.e. doctor, dentist, etc.) or has been approved by the principal. An unverified absence is any absence that is not supported with official documentation or prior notification to the principal.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the classroom teacher.

Unexcused Absences Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken: Regulation 2310 Page 2 (Disciplinary Option)

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Excessive Absences Elementary Students-

A student shall be allowed seventeen (17) absences per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

### ***Books***

Text and workbooks will be issued to students free of charge. Students are responsible for all books issued to them and will be charged the replacement cost of any book lost, damaged, or stolen.

### ***Building Mission Statement***

Educate, engage, empower everyone every day- that's the Wildcat Way!



**Bullying**      **Board Policy 2655**

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

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

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

School Board Policy 2655 Page 2 Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity

of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

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

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

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying.

The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

#### **Bus Conduct**

The safety of students during the bus ride to and from school and while attending a school activity is a responsibility, which the student and their parents/guardians share with the bus drivers and school officials.

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

- The bus driver is in charge of the students and the bus.
- Students must obey the driver at all times.

- Students must be on time. The bus cannot wait for those who are tardy.
- Eating and drinking are not permitted on the regular routes.
- Glass containers and live animals are prohibited.
- Students must refrain from trying to get on or off the bus or move about within the bus while it is in motion.
- Students must not extend arms or head out of the bus windows. Students shall remain seated and keep the aisle free at all times.
- When leaving the bus, students must observe directions from the driver and cross a minimum of ten (10) feet in front of the bus.
- Any damage to the bus is to be reported to the driver at once. Reimbursement for damaged property will be collected by the bus company.
- The driver has the privilege of assigning seats if he/she desires to do so.

### **Cafeteria Procedures**

Elementary school students may enter the building at 7:15 a.m. Breakfast will be served until 7:40 a.m.

Students will eat in the cafeteria regardless if they have school lunch or if they bring a lunch from home. Parents are not allowed to bring in carry-out lunches to their students. Students must remain in the designated area until the end of the lunch period unless permission is obtained by the supervisor on duty.

Individuals with a negative balance beyond \$20.00 may be served an alternate lunch and milk until all charges are paid in full.

School officials will determine student eligibility for free and reduced-cost food services based on guidelines established under the national school lunch program and state and federal law.

### **Cell Phones**

Cell phones are a part of our world today. A student may bring a cell phone to school, however it is to be kept inside their backpack with the power turned off upon arriving at school. The use of cell phones is not permitted before and after school unless special permission by the supervisor is given. Cell phones are permitted for use during class ONLY with teacher permission.

Violations of this policy will be as follows:

**First Offense:** confiscation of phone, conference with principal, and student will be required to pick up the phone after school

Second Offense: confiscation of phone, conference with principal, and parent will be required to pick up the phone after school

Subsequent offenses will result in further discipline at the principal's discretion.

### **Change of Address**

If the last name, street address, telephone number, or any other student data changes during the school year, please notify the office. This is very important for keeping school records up-to-date and also enables the school to contact the parent/guardian in case of emergency.

### **Citizenship**

Students are expected to conduct themselves in a positive manner and in accordance with school rules. Respect to self, other students, faculty, and staff is expected.

### **Class Interruptions**

The Osage County R-2 Board of Education recognizes the importance of minimizing interruptions to the teaching/learning process. It shall be the responsibility of the building principal to reduce to a minimum interruption of classroom time. Parent messages will be delivered to the students at the end of the school day unless it is an emergency.

### **Cold Weather Policy**

All students will go out for recess unless a written note from the doctor excusing them from such activity has been submitted to the office. Please be sure to send your child to school in appropriate attire to accommodate weather changes. If the temperature is above 32 degrees the students will have a full outdoor recess. If the temperature is below 32 degrees the students may have a shortened recess or an inside recess. If the temperature "feels like" below 20 degrees there will be no outdoor recess that day.

### **Communication with Students by Electronic Media Board Policy 46540**

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employee's communication with students and/or teacher's electronic media must be made available to the student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of

the student with whom communication occurred. Such notification is not required where the communication is between the teacher and his/her children or siblings.

The District does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication. Nonetheless, where there is reason to believe that an employee has inappropriately communicated with a student(s) they may require the teacher to provide access to the specific communication in question.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

#### **Computer and Internet Use**

All students will be required to sign a Computer/Internet Usage Agreement before computer access will be granted to the student. The rules stated in this agreement must be strictly followed. Disciplinary action will be assessed against students found in violation of the Computer/Internet Usage Agreement.

#### **Counseling Information**

The counseling department provides services designed to promote and facilitate the academic, vocational, personal, and social development of students. In order to meet students' needs, the counselor assists and works closely with parents, teachers, staff, administrators, and members of the community.

The fundamental goal of school counselors is to enable all students to succeed to the best of their abilities. The counselor assists students with course selection, understanding and interpreting test results, career exploration and career path selection, self-discovery, personal problems, classroom difficulties, and post high school plans.

Guidance services are available for every student in the school. The counselor has scheduled time for each class twice a month. In addition, assistance with student problems, help with home, school, or social concerns is available for all students. The counselor is available to help any students who may encounter obstacles that interfere with his or her learning.

#### **Custodial and Noncustodial Parent Rights and Responsibilities**

When parents of a student are separated, involved in divorce proceedings, or are divorced, the principal will respect the rights of custodial and noncustodial parents equally, except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to

provide the school principal with a copy of such a court order if restricted access to students or student information is ordered by the court. Parent rights include access to student records and school mailings, attendance at conferences and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or absent from school for a legitimate reason. It is the responsibility of the noncustodial parent to inform the school office of his/her name, address and phone number if he or she wishes to be consulted regarding the child or wish to be placed on the school's mailing list.

### **Directory Information**

#### **Release of Directory Information**

Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. In the Osage County R-II School District, directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

1. Educational record means those records that are directly related to a student and are maintained by the District.
2. Disclosure means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.
3. Eligible student means a student who has reached 18 years of age or attends an institution of post-secondary education.
4. Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent/guardian in the absence of a parent/guardian.
5. Personally identifiable information includes, but is not limited to the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.
6. Student means any individual who is or has been in attendance in the District and about whom the District maintains educational records.

#### **General Guidelines**

1. The District shall give full rights under this regulation to either parent/guardian of a student, unless the District is provided with a court order, state law or other legally binding document that specifically revokes the parent/guardian's rights to access under this regulation.

2. When a student reaches the age of 18, or attends a post-secondary institution of education the parent/guardian rights under this policy will transfer from the parent/guardian to the student.
3. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:
  - a. To inspect and review the student's educational records.
  - b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
  - d. To obtain a copy of this policy and guidelines. The annual notification will also inform parents/guardians and eligible students where copies of the policy and guidelines are located.
4. Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent's/guardian's or eligible student's consent.

For additional information see Board Policy and Regulation 2400 which can be found at [linn.k12.mo.us](http://linn.k12.mo.us)

### ***Discipline Policy***

Osage County R-2 Schools will not tolerate behavior that prevents teachers from teaching and students from learning. Students and parents have an obligation to help the school keep our students and school safe and to ensure classroom learning time is protected.

Discipline and academic achievement are closely related. The educational program of the Osage County R-2 School District is designed to meet the developmental needs and interests of the students. The curriculum along with social interaction allows students to experience realistic planning for their futures as responsible citizens.

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment and rights of others.

Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others.

Ideal discipline is self-directed and self-controlled; however, self-discipline, the ultimate goal, must be taught. Schools, the community and parents share the responsibility of helping students develop self-discipline.

When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others.

Each teacher has classroom rules and consequences that are part of a plan that will teach students to be responsible for their actions and make the school year a positive and motivating experience. We strive for excellent student behavior and expect the instructional staff to see that this is carried through at all times.

*Each student must take responsibility to:*

1. Study diligently and maintain the best possible level of academic achievement.
2. Know and adhere to rules and regulations established by the Osage County R-2 School Board of Education and implemented by school administrators and teachers.
3. Respect the human dignity and worth of every individual.
4. Refrain from libel, slanderous remarks, and obscenity in verbal, nonverbal and written expression.
5. Be punctual and present in the regular school program.
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety (see Dress Code).
7. Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
8. Refrain from disobedience, misconduct or other behavior which could lead to any individual's physical harm or to the disruption of the educational process.
9. Respect the reasonable exercise of authority by school administrators, teachers, and staff in maintaining discipline of the school and at school sponsored activities.

*Each parent has the responsibility to:*

1. Teach your student, by word and example, respect for the law, the authority of the school and the rights and property of others.
2. Make certain your student's attendance, as required by Missouri School Law, is regular and punctual.
3. Insist that your student be clean and dressed in compliance with school rules of good hygiene and safety and in fashion that will not disrupt classroom procedures.
4. Be sure your student is in good health, as much as possible.
5. Guide your student from the earliest years to develop socially acceptable standards of behavior, to exercise self control and to be accountable for his/her actions.
6. Know and understand the rules your student is expected to observe at school, be aware of the consequences for violations of these rules and accept legal responsibility for your student's actions.



7. Instill in your student a desire to learn; encourage a respect for honest work and an interest in exploring broader fields of knowledge.
8. Become acquainted with your student's school, staff, curriculum and activities. Attend parent-teacher conferences and school functions.

In summary, schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal there must be respect and mutual trust among parents, teachers and students. Therefore, the discipline code should be consistent and reasonable and should strive to facilitate the development of the student's self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the education process and a symbol of the commitment of parents, teachers, students and administrators to the maintenance of an effective learning environment.

*Student Rights:*

Each student has the opportunity for a free education in the most appropriate and least restrictive environment. While obtaining this education, the student has all rights afforded him/her by the United States Constitution and has a right to be educated in a safe environment conducive to learning. The student will not be discriminated against. The student will be fully informed of all school rules and regulations. There may be times during the investigation of an incident that students will be asked to provide a written statement in order to determine their knowledge of the incident. This written statement is voluntary; at no time will students be required to provide a written statement.

**Consent to Medical Treatment and Educational Service**

**Board Policy 2835**

As provided by statute, and as otherwise provided in Board Policy, the following individuals may consent to student medical treatment and educational services:

1. Parents
2. Student's legal guardian
3. Relative caregiver
4. Foster parent
5. Any person who under court order is authorized to give consent for a student

A "relative caregiver" is defined by statute as a competent adult (18 years of age or older) who is related to the student by blood, marriage or adoption, and who is not the parent. Relative caregivers are required to provide an affidavit attesting that the student lives with the relative caregiver and they are responsible for the care of the student. (See Form 2835).

A relative caregiver acting under the requirements of an affidavit may consent to medical treatment and educational services for a student who cannot otherwise legally consent, if the parent has delegated these responsibilities in writing, or after reasonable efforts, the consent of

the parent cannot be obtained.

The consent of the relative caregiver will be revoked in the event the student's parent withdraws their authorization provided the parent's decision does not threaten the life, health or safety of the student. In addition, if the student ceases to live with the relative caregiver, the relative caregiver must immediately notify the District. Upon receipt of such notice, the relative caregiver can no longer consent to medical treatment or educational services.

A relative caregiver's affidavit is valid for one year from the date received by the District.

**Consequences of Failure to Obey Standards of Conduct:**

Standards of conduct must be maintained in order to ensure an orderly, safe atmosphere conducive to learning. School personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on district-owned property or during school sponsored activities.

Teachers, authorized school personnel and volunteers who are responsible for the care, supervision and discipline of students, shall not be civilly liable when acting in conformity with this policy.

Mild infractions to the discipline code such as horseplay or incomplete assignments may be dealt with by principal/student conference, detention, loss of privileges, or in-school suspension.

Failure to meet conditions of disciplinary actions will result in further action.

*Chain of Command Process:*

When parents, students or other Osage County R-II School District patrons have a concern or problem with someone or something in the school system, the best way to have the issue resolved is to contact the person closest to the situation. While it may be tempting to "go straight to the top" with a concern, the response from the top will usually be to return to the person who has the most knowledge about the situation. If an issue cannot be resolved at that level, the person with a concern has the option to appeal to a higher authority.

As a general rule, the chain-of-command for our district is: 1) the teacher/staff member involved; 2) the principal; 3) the superintendent; and finally, 4) the school board.

For matters involving athletics, the chain-of-command for our school will be: 1) the coach; 2) the athletic director; 3) the principal; 4) the superintendent, and finally, 5) the school board.

*Due Process:*

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in Board of Education policies and regulations on student suspension and student expulsion. Students will be presented with all charges against them and have the opportunity to present their defense on any incident in which they may be involved. If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels:

1. Principal
2. Superintendent of Schools
3. Board of Education

Appeals to the superintendent of schools and/or to the Board of Education will follow the procedures outlined in the Board of Education policy.

*Corporal Punishment:*

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

*Reporting:*

School administrators shall report acts of school violence to teachers and school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related to, demonstrates, or exhibits potentially violent behavior shall be provided to any teacher and other district employees with a need to know.

Teachers and school district employees who have a need to know will also be informed by the superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer in accordance with state law. The juvenile office report shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which if committed by an adult would be first, second, or third degree assault against a student or school employee while on school property, buses, or at school activities shall immediately report such incident to the principal. The teacher 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 following definitions and terms apply to this policy:

*1) Act of School Violence/Violent Behavior:*

The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or involved in school activities.

*2) Serious Physical Injury:*

Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

*3) Serious Violation of District's Discipline Policy:* One or more of the following acts if committed by a student enrolled in the district:

- a) Any act of school violence
- b) Any offense which occurs on school grounds, on school buses or at any school activity which is required by law to be reported to law enforcement officials.
- c) Any offense, which results in an out-of-school suspension for more than ten (10) school days.

*Interrogations, Interviews and Searches:*

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice in accordance with school board policy.

*Discipline Records:*

The Osage County R-II Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled. Such records shall be made available to teachers and other employees with a need to know and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personal identifiable student records will only be released or destroyed in accordance with state and federal law.

*Confidentiality:*

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools. Any person who violates the confidentiality requirement on student records is guilty of a class B misdemeanor, and the school district is subject to a civil action for damages including costs and attorney fees (167.020.7).

*Code of Conduct:*

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

*Discipline Hearings:*

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from the student suspensions in excess of ten (10) school days, and will always be held in cases of suspension in excess of 180 days and in expulsions.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board of Education hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians.
2. Prior to the Board of Education hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board of Education decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present

witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.

4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians a written notice of the decision. This shall include Findings of Fact and Conclusions of Law.

For specific discipline issues, see Appendix 1.

### **Dismissal of Students**

In order for a student to be released to a parent, guardian or friend of the family, that person will need to be on the emergency contact list. If that person is not on the list in Infinite Campus, the parent or guardian will need to call the school in order for the student to be allowed to leave. Students will not be released to anyone without a phone call from the parent or guardian.

### **Dress Code**

Students are to dress neatly, cleanly, and appropriately for school in order to promote a positive, healthy, and safe atmosphere within the school district. Dress and grooming will be the responsibility of the individual and parents/guardians within the following guidelines:

1. Students should be completely dressed, including shoes, at all times. Undergarments and boxer shorts should not be visible. House shoes or bedroom slippers are typically not appropriate.
2. Teachers of specific courses, where safety or health is a factor, may require certain clothing or certain adjustments to hair or clothing during class.
3. All shirts will be kept buttoned except when worn over another shirt as a layered look.
4. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or that make inappropriate suggestive innuendos.
5. Clothing with pictures or ads for liquor, tobacco, or controlled substances is prohibited.
6. Chains or other like accessories are not permitted.
7. Halters, backless clothing, see-through garments, tank tops, or midriffs will not be permitted. Any shirt with straps must have wide (two inches or more) straps.
8. Tops that hang excessively low below the neck or armpits will not be allowed. The midsection of the body should be covered.
9. Extremely short or revealing shorts/skirts will not be permitted. A good standard is that the hem of the shorts/skirt should be at the longest fingertip with arms hanging at the individual's sides.
10. Clothing styles, unusual grooming, or jewelry, which creates disorder, either in the classroom or while attending school-sponsored activities is not acceptable.

11. Students are expected to observe good grooming and personal hygiene while at school and at school-sponsored activities.
12. Students are not permitted to wear caps, hats, sweatbands, bandanas, scarves, hoods, sunglasses, etc., in the school building.

When a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications or be sent home. Students will be disciplined according to the district policy.

### **Dyslexia Plan**

Missouri law requires the screening of every public student for dyslexia starting in the 2018-2019 school year. The following actions will be taken by the Osage County R-2 School District in accordance with this plan:

- Kindergarten will be screened by January 31 of each school year. Kindergarten will also be screened at the end of the year. Progress monitoring shall occur for students not meeting norms. The DIBEL'S NEXT will be used as the screening assessment tool.
- First through third grade will be screened within the first thirty school days of the year, mid and end of year benchmarking. Progress monitoring shall occur for students not meeting norms. The DIBEL'S NEXT will be used as the screening assessment tool.
- A student will be screened in grades 4 and 5 if experiencing consistent difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher determination, or requested by the student's parent/guardian. The DIBEL'S NEXT will be used as the screening assessment tool.
- Kindergarten through 3rd grade out-of-state transfer students who do not have documentation of previous screening within 30 days of transfer. The DIBEL'S NEXT will be used as the screening assessment tool.
- Exemption to screening exists. Included in this list are students with a current diagnosis of dyslexia, students with intellectual disabilities, ELL students and students with sensory impairments.

Screening will be administered by Osage County R-2 teachers . These teachers may include: classroom teachers and Title 1 teachers.

The school district will provide information to parents regarding aspects of this plan and a letter will go home with individual students after the screenings.

### **Electronic Devices**

Students who bring electronic devices to school do so at their own risk. This includes but is not limited to cell phones, iPods, iPads, laptops, MP3 players, eReaders, etc. Students may bring

these devices only if they have specific permission to do so by a staff member. Students must get permission from each teacher in whose class they wish to use the electronic device. Misuse of these devices will be handled through the school discipline code. Devices brought to and/or used at school should only contain school appropriate content, pictures, lyrics and other materials. All electronic devices are subject to the school discipline policy and should only contain school appropriate content, pictures, lyrics and other materials. All electronic devices are subject to the school discipline policy and should be used in strict compliance. **The district is not responsible for lost or damaged devices.**

Violations of this policy will be as follows:

First Offense: confiscation of device, conference with principal, and the student will be required to pick up the device after school

Second Offense: confiscation of device, conference with principal, and the parent must pick up the device after school

Subsequent offenses will result in further discipline at the principal's discretion.

#### **Emergency Information**

The school requires that phone numbers be on file in the school office indicating where parents or guardians can be reached in the case of an emergency. At least two contact numbers should be provided. It is the responsibility of the parent to inform the school in writing of any custodial arrangements or special circumstances involving the transportation of a child or on-site restricted visitation rights of a parent.

#### **Emergency Procedures**

Instructions for emergency procedures shall be displayed in each room and will be reviewed by the teacher. Earthquake, fire, tornado, and intruder drills will be held regularly throughout the school year. Emergency drills are serious, so it is essential that students be orderly and cooperative when a drill is in progress.

#### **Emergency School Closing**

On occasion, inclement weather will cause school to be canceled or dismissed early. Such cancellations/dismissals will be announced on radio/TV stations. This information will also be posted on the school webpage: <http://www.linn.k12.mo.us>. Wildcat Alert messages will also be sent to patrons of the district.

#### **ESSA (Every Student Succeeds Act)**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)2 .



**1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

***8. How are complaints related to equitable services to nonpublic school children handled differently?***

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

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

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

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

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

**Field Trips**

Field trips are a valuable part of the educational experience. Students on field trips represent Linn Elementary School and the Linn community and are expected to conduct themselves in a proper manner according to school rules. Field trips are scheduled by staff with approval of the building administrator. **Students will ride the bus to the field trip and may be signed out by parents only at the end of the trip. Any transportation changes must be approved by the principal prior to the trip. Parents will be allowed to attend the trip providing their own transportation and their background check has been approved according to school policy. Feel free to call the office to get the Missouri Highway Patrol Fingerprint Information. Please remember that these background checks can take awhile to process so submit it in plenty of time for it to be conducted. Siblings are not permitted on field trips.**

**Fund Raising**

All fundraising activities and planning for fundraising shall be done after school hours unless prior permission is received from the building principal. Any fund raising activity which involves students or employees shall require the approval of the building principal. No individual candy sales may take place by students.

### **Grade Reports**

Grade reports will be distributed to students at mid-quarter and each quarter. Parents/guardians are urged to call the office if the grade report is not received at home. It is the district's intention for parents to know about their child's progress on a regular basis.

Teachers will be available for a conference after school or during their conference period. Please call and make an appointment with the teacher.

### **Grading System**

All grade levels at the elementary level use standards based grading. Feedback will be specific in regards to performance on grade level standards. The following scale will be used:

Elementary Standard Progress	
Name	Score
Exceeds Grade Level Standard	4
Meets Grade Level Standard	3
Partially Meets Grade Standard	2
Does Not Meet Standard	1
Not Assessed this Quarter	

Social Skills and Work Habits	
Name	Score
Outstanding	4
Satisfactory	3
Making Progress	2
Area of Concern	1
Skills Not Assessed This Quarter	

### **Hall and Building Traffic and Conduct**

Students are expected to pass from one class to another in an orderly manner, keeping to the right in corridors. Since conduct in the halls reflects to a large degree the overall character of the school, students are reminded to be courteous at all times. Students must bring only appropriate materials to class and be punctual.

### **Hazardous Materials Board Policy 5210**

The District will develop and implement written procedures for the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

### **Health Screenings and Policies**

The school nurse works for the Osage County R-II School and provides a wide variety of services to the students of the district. A student health record is maintained, and parents are urged to report any special need, circumstance, or change in health history to the school nurse. The school nurse works to help ill or injured students in addition to protecting students from communicable diseases.

Various health screenings are provided regularly to students that may include vision, hearing, dental, height, weight, scoliosis, and blood pressure. A permission slip to participate is not required by the district. A written note should be sent to the school nurse if a parent/guardian does not want the child to participate in the screening. A parent/guardian or teacher may also refer a student for screening.

### **Homework Request**

Parents may request homework assignments by telephoning the office at 897-4200, extension 1100 or 1110. Assignments should be picked up at the office after 2:00 p.m. Parents requesting homework assignments after 10:00 a.m. may have to schedule pick-up for the next morning.

### **Hours of the School Day**

The school doors open at 7:15 a.m. Please do not drop off students prior to 7:15 a.m. Supervision is not available for students until 7:15 a.m. Students are to go to the gym or multi-purpose room depending on grade level or to the cafeteria for breakfast while being supervised by a staff member. School begins at 7:45 a.m. Dismissal is at 3:45.

### **Illness**

Students with signs and symptoms of communicable diseases (diarrhea, vomiting, fever, undiagnosed rash, etc.) may not attend school. Students with fever of 100 degrees or higher may not attend school until fever-free for 24 hours. A student taking antibiotics for a contagious

illness must wait 24 hours from when the medicine first was administered before returning to school. Students found with lice or nits will be sent home and may not return to school until found to be lice and nit free. The students will be checked when returning to school by the nurse and must be cleared to return to class.

When a child is found to be sick at school, parents will be contacted. The nurse will utilize the emergency contacts on the student information system.

### **Immunizations**

Immunizations must be updated as required by state law, and proof of immunization must be received before the student is officially enrolled. Students needing an updated immunization must receive the immunization by the specified date. A student will not be able to attend school until proof of the immunization is received by the school district.

### **In-School Suspension**

In-school suspension (ISS) at Osage County R-II is the assignment of a student to an alternative academic classroom situation for a specific period of time. The purpose is intended to influence the modification of student behavior, which is disruptive and detrimental to the educational process of the school. In addition, it gives the student a chance to continue the learning process through the productive use of the allotted time.

1. *Offenses:* ISS will be used to cover offenses, which require more than a reprimand but may not demand suspension from school or expulsion.
2. *Preparation for ISS:* Students will be informed of the dates of their assignment to ISS. Lesson assignments will be collected from each of the student's teachers for completion during the ISS day.
3. *Reporting to ISS:* Students assigned to ISS will be required to report to the ISS location on the assigned day and will be dismissed/taken to dismissal location at 3:45 p.m.
4. *ISS Day:* The student who is in ISS will not be permitted to participate in the normal school day routine. The student may leave the room by permission only. Visiting will not be allowed and class assignments are to be completed. School activities before or after school are not affected.
5. *Class Assignments:* The student is responsible for making up all class work, which has been missed and will receive credit for all work completed satisfactorily.
6. *Discipline:* If the student fails to adhere to ISS rules, sleeps, and/or becomes a discipline problem, he/she will be given further disciplinary action. Failure to complete assignments will also result in additional days of in-school-suspension or out-of-school suspension.

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

#### A. Introduction

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

#### B. Access to Inappropriate Material

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

#### C. Internet Safety Training

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

#### D. Inappropriate Network Usage

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

#### E. Supervision and Monitoring

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

technology protection measures shall be the responsibility of Director of Technology or designated representatives.

### **Interscholastic Activities and Athletics**

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

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

### **Library/Media Center**

Students are allowed to check out three (3) books for two (2) weeks. After that time, books can be renewed for another two (2) weeks. Overdue notices will be handed out on a regular basis. The replacement cost will be charged for all lost or damaged items. The money will be refunded if the lost book is found and returned in good condition.

### **Lost and Found**

In order to guard against loss, do not bring items of unusual value to school. Label all possessions with the owner's name and address. A lost and found box is located in the main hallway. Lost and found items are disposed of at the end of each semester.

### **Make-up Work**

It is the student's responsibility to ask the teacher for make-up work upon returning to class. One (1) make-up day will be allowed for each day of absence. For example, a student who is absent two days will be allowed two days to complete and turn in make-up work. When a test or assignment was announced during the student's presence in class, he/she will be required to take the test or hand in the assignment on the date designated.

### **Medications**

Any medication to be administered at school must be in the original prescription container, supplied by the parent/guardian, and must be accompanied by written instructions signed by the parent/guardian. The written instructions must include the date, student's name, name of medication, exact dose, time to be administered and the reason for administering the medication.

Non-prescription medication must be in the original prescription container with the manufacturer's guidelines appropriate for the student's weight and age. All prescription medication must be in the original prescription container labeled by the pharmacy. The school will not administer the first dose of any medication. Students are not permitted to carry medication except prescription inhalers with signed permission from the doctor and parent. Please check with the school nurse with any questions. All medications must be given to the school nurse for administration.

### **Missouri Healthnet for Kids Program**

The Department of Social Services provides many services for Missouri children through the MO HealthNet for Kids (MHK) Program, the state's healthcare program for children. Two divisions within the department, the [Family Support Division](#) and the [MO HealthNet Division](#) coordinate to provide these services.

Through the MO HealthNet for Kids program, children receive full, comprehensive coverage including primary, acute and preventative care, hospital care, dental and vision care as well as prescription coverage. Whether your child is currently enrolled in MO HealthNet for Kids or you're interested in learning more about the program, this portal page has been created to help you find information from all three divisions including how to apply, who is eligible, what benefits are offered and how to find a doctor in your area. Visit [dss.mo.gov/mhk](http://dss.mo.gov/mhk) for more information.

### **Out- of- School Suspension**

Students are expected to conduct themselves in accordance with the discipline policy. Failure to do so may result in a student's suspension or expulsion from school.

A building principal may suspend a student for a period not to exceed ten (10) school days. All suspensions shall immediately be reported in writing to the superintendent who may revoke or reduce the suspension if the superintendent concludes that circumstances warrant such action.

When a student is suspended, the principal/designee shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they come to school for their student. If the parent/guardian is unable to come for the student, the principal/designee may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot



be reached or if the above request is refused, the student must remain on school property until the close of the school day.

If the principal decides that a suspension in excess of ten (10) school days is warranted, the principal may petition the superintendent for such suspension.

No student shall be suspended by a principal or superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and
2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The student shall be given an opportunity to present his/her version of the incident to the principal or superintendent.

Any suspension shall be reported immediately to the student and the student's parent/guardian or others having custodial care of the student. A copy of the suspension notice will be provided to the parents/guardians and student in a timely manner. A copy will be forwarded to the superintendent of schools.

A student who is on suspension may not be within 1,000 feet of any school unless he/she lives within 1,000 feet of the school, has a parent with him/her, or has been requested by the administration to attend a meeting at the school.

A student who is absent from school due to an out-of-school suspension will have those suspension days counted toward the number of days absent. They are not considered an unexcused absence. A student who has been suspended out-of-school will not be granted an extension for work missed during the suspension. The suspended student and parents must conference with the building principal prior to returning to class.

### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled during the fall and spring. Osage County R-II School District faculty and staff will be available to meet with parents. Conferences are a positive way of establishing open communication between the parent and the teacher. Parents may also contact their child's teacher to arrange an individual conference during the school year. Parents will pick up their student's grade card from the home room teacher.

### **Perfect Attendance**

To achieve this recognition, a student must attend school every period of every day.

### **Pledge of Allegiance**

The Pledge of Allegiance will be recited daily. No student shall be required to recite the Pledge of Allegiance. The pledge will be recited as a group.

**Prohibition Against Illegal Discrimination and Harassment**

The Osage County R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Osage County R-II School District is an equal opportunity employer. All school board policies are available on the school district website. [www.linn.k12.mo.us](http://www.linn.k12.mo.us)

**Public Complaints      Board Policy 1480**

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

**School Violence Hotline**

Keeping schools safe is a responsibility for all staff, students and patrons. If you learn of/or suspect a school violence incident, please help prevent the act before it happens. You can report incidents anonymously by calling: Missouri School Violence Hotline

1-866-748-7047

Or by reporting on-line at

[www.schoolviolencehotline.com](http://www.schoolviolencehotline.com)

**Searches by School Personnel      Board Policy 2150**

School lockers and desks are the property of the Board of Education and are provided for the

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

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

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

### **Special Services**

The Osage County R-II School Board of Education provides special services for qualifying students. Parents may request an evaluation for their son/daughter by contacting the special services coordinator listed at the front of the handbook. Classroom teachers may also refer students for evaluations. Parents are asked for their input and permission to test. A student is placed in a special service program only with parental approval and meeting state qualifications.

### **Special Support Services**

Although the counselor can provide individual and group counseling to students, there may be occasions when additional or more-in-depth services are necessary.

### **State Assessment**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours, and can be obtained on-line on our school website.

### **Student Educational Records   Board Policy 2400**

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school Officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

### **Student Injuries**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

**Student Publications                      Board Policy 2910**

The Board of Education encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board of Education recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the school principal as the Board's representative. The principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.

The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

**Student Suicide Awareness    Board Policy 2785**

This policy and the accompanying regulation reflects the District's commitment to maintaining a safe environment to protect the health, safety and welfare of students. The corresponding regulation for this policy outlines key protocol and procedures for this District in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo. This policy and corresponding regulation will go into effect no later than July 1, 2018.

**Student Use of Tobacco, Alcohol and Drugs    Board Policy 2640**

**Smoking**

The Board of Education believes that smoking; the use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

**Alcohol and Drug Use**

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and

is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student’s behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District’s jurisdiction. “Illegal drug,” as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witness statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

#### ***Student Welfare and Wellness Board Policy 2750***

The District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, there needs to exist a positive, safe and health-promoting learning environment at every level, in every setting, throughout the school year.

The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential.

Healthy snacks are encouraged at school during parties and other celebrations or snack times. Smart snack examples include, but are not limited to:

Fresh fruits and vegetables, baked chips, low fat popcorn, yogurt, bagels with low fat cream cheese, baby carrots and other vegetables with low fat dip, trail mix, nuts and seeds, fig cookies, animal crackers, whole grain crackers and cheese cubes, granola bars, soft pretzels and mustard, pizza (no extra cheese and no more than one meat,) pudding, string cheese, cereal bar, single-serve low fat or fat free milk (regular or flavored,) 100% fruit juice (small single-serves,) bottled water (including flavored water.)

### **Trauma-Informed Schools Initiative**

Please visit the Department of Elementary and Secondary Education website:  
<https://dese.mo.gov/college-career-readiness/school-counseling/bullying-suicide-prevention-and-trauma-informed>.

### **Transportation to School-Sponsored Activities**

All students participating in school-sponsored activities requiring transportation will be transported by school-furnished transportation. A participant must ride the bus with the team/organization to and from the event unless prior approval has been received first from the coach/sponsor and then the principal. Participants may ride home with their parents/guardians if the parent contacts the coach/sponsor in person at the event and places his/her signature on the sign-out sheet at the event.

A parent must make the request first to the coach/sponsor then to the principal for any special circumstances not covered in the above paragraphs.

While students are attending a school-sponsored activity, students will adhere to all school rules. The student may not make or accept alternative transportation without prior approval of the coach/sponsor and then the principal. Failing to follow procedures will result in disciplinary action at the discretion of the principal.

### **Valuables**

Large amounts of money and other valuables not related to school should not be brought to school. If, due to unusual circumstances, a student finds it necessary to have such items at school, he/she should leave them in the office for safe keeping. During athletic practices or games and physical education classes, students are encouraged to never leave anything of value unattended. The district is not responsible for lost or stolen items.

### Visitors

All visitors must report to the school office and obtain an identification badge upon entering the building. Trespassers will be prosecuted. Due to the disruption of the educational process, visitors, siblings, relatives or friends accompanying students during the school day will not be permitted.

## ***APPENDIX 1 (Discipline)***

### **Academic Dishonesty**

Cheating by copying another student's homework, quiz or test, or enabling someone else to do so will not be tolerated. This includes but is not limited to plagiarism. Plagiarism is defined as using another person's written work as your own personal work and expecting to receive credit on that work. Teachers may make a parent contact reporting any such incident.

First Offense: Conference, Detention, in-school suspension, and/or zero on assignment or test

Subsequent Offense: Conference, Detention, in-school suspension, zero on assignment or test, and/or out-of-school suspension

### **Arson**

Starting or attempting to start a fire, light fireworks, or cause or attempt to cause an explosion

First Offense: 1-10 days out-of-school suspension or expulsion

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

### **Assault**

a) Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person

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

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

b) Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another

First Offense: Expulsion and notification to law enforcement officials

### **Bullying/Cyber-Bullying/Harassment/Hazing**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Any intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals can be defined as bullying.

Bullying occurs when a student:

a) Communicates with another by any means including telephone, writing, or via electronic communications with the intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or



b) Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose.

Cyber-bullying includes flaming, harassment, cyber-stalking, denigration, impersonation, outing and trickery, exclusion, and cyber threats. Student hazing is inconsistent with the educational goals of the Osage County R-II School District and poses a significant risk to the physical and mental welfare of students. Hazing of students, on or off school property, is prohibited and may result in suspension from school and from activity/athletic participation. Bullying, cyber-bullying, harassment, or hazing is prohibited on or off school property, including a school bus, and may result in any or all of the listed consequences.

*First Offense:* Principal/student conference and detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion and/or contact of law enforcement.

*Subsequent Offense:* 1-180 days in-school suspension, or 1-180 days out-of-school suspension, or expulsion and/or contact of law enforcement.

***Bus Misconduct***

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

*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

***Defiance of Authority***

Refusal to obey directions or defiance of staff authority

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

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

***Disparaging or Demeaning Language***

Use of words or actions, verbal, written, pictorial or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

*First Offense:* Principal/student conference and 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

***Disrespectful/Inappropriate Conduct or Speech***

Verbal, written or symbolic language or gesture, or behavior directed at a staff member, student, or other person which is rude, vulgar, defiant, or considered disrespectful or inappropriate to public settings

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

Subsequent Offense: Principal/student conference and detention, in-school suspension, and/or 1-180 days out-of-school suspension or expulsion

**Disruptive Speech or Conduct, Insubordinate Behavior, or Gang-Related Activities**

Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities, or school functions

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

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

**Use of Obscene Language**

Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards and do not have a serious literary, artistic, political or scientific value. Includes any type of cursing or other profanity.

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

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

**Drugs/Alcohol**

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witness statements. While not required, building administrators may request a student suspected of alcohol use to submit to a breathalyzer test. This would include while the student is on school grounds, such as the playground, school bus or attending a school activity.

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

First Offense: 1-180 days out-of-school suspension and notification to law enforcement officials

Subsequent Offense: Expulsion and notification to law enforcement officials

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

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

Subsequent Offense: Expulsion and law enforcement notification

### **Extortion**

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

First Offense: Principal/student conference and 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

### **False Alarms**

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

First Offense: Principal/student conference and detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, law enforcement notification

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, law enforcement notification

### **Fighting**

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

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

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

### **Public Display of Affection**

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

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

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

### **Sexual Harassment**

a) Use of verbal, written or symbolic language that is sexually harassing

b) Physical contact that is sexually harassing

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

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

### **Theft**

Theft, attempted theft or knowing possession of stolen property. Student must return or pay restitution of the property. A conference will also be held when the student returns to school.

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

Subsequent Offense: Principal/Student conference, detention, In-school suspension, and/or 1-180 days out-of-school suspension or expulsion

**Threatening Language**

Use of words or actions, verbal, written or symbolic to threaten injury to another person, i.e., threats of violence toward a student or staff member

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

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

**Tobacco**

a) Possession or distribution of any tobacco products on school grounds, bus, or at any school activity. Similarly, the use of substances appearing to be tobacco products, including, but not limited to, e-cigarettes, creates an environment where tobacco products are endorsed. Tobacco products will be confiscated.

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

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

b) Use of any tobacco products and substances appearing to be tobacco products on school grounds, bus, or at any school activity

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

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

**Truancy**

Being absent from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. Those students who have not yet reached the age of 16 and who are habitually absent and/or truant will be referred to the juvenile officer and the Missouri Children's Division.

First Offense: Principal/student conference, detention, in-school suspension or 1-3 days in-school suspension per board policy

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

**Unauthorized Area**

Entering or being in an area where the student has not been authorized to be

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

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

**Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked, not open to the general public, or being in an area where the student is not authorized to be

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

Subsequent Offense: In-school-suspension or 1-180 days out-of-school suspension or expulsion and notify law enforcement

### **Vandalism**

Vandalism is defined as willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. District officials will cooperate fully with law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct. The District will seek restitution from students or parents/guardians of the student involved in the misconduct.

First Offense: 1-180 days in/out-of-school suspension or expulsion and student will make restitution of property

Subsequent Offense: 1-180 days in/out-of-school suspension or expulsion and student will make restitution of property

### **Weapons**

a) Possession or use of any instrument or device on school property - playgrounds, bus or at a school activity, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g) (2) or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person

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

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

b) 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

#### Definition of Weapons:

1. Firearm: As defined in 18 U.S.C. 921 (pursuant to Gun Free Schools Act of 1994);
2. Knife: Any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. "Knife" includes anything with a blade more than four inches in length. (571.010.9,RSMo);
3. Switchblade Knife: Any knife which has a blade that folds or closes into the handle or sheath, and
  1. opens automatically by pressure applied to a button or other device located on the handle; or
  2. opens or releases from the handle or sheath by the force of gravity or by the application of centrifugal force. (571.010.17RSMo.);
4. Knuckles: Any instrument that consists of finger rings or guards made of hard substance designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles. (571.010.1, RSMo.);

5. Blackjack: Any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person, and which is readily capable of lethal use. (571.010.1, RSMo.);
6. Concealable Firearm: Any firearm with a barrel less than sixteen inches in length, measured from the face of the bolt or standing breech. (571.010.2, RSMo.);
7. Firearm: Any weapon that is designed or adapted to expel a projectile by the action of an explosive. (571.010.6, RSMo.);
8. Firearm Silencer: Any instrument, attachment, or appliance that is designed or adapted to muffle the noise made by the firing of any firearm. (571.010.6, RSMo.);
9. Explosive Weapon: Any explosive, incendiary, or poison gas bomb, stink bomb, or similar device designed or adapted for delivering or shooting such a weapon. (571.010.4, RSMo.);
10. Projective Weapon: Any bow, crossbow, pellet gun, slingshot or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person. (571.010.12, RSMo.);
11. Gas Gun: Any gas ejection device, weapon, cartridge, container or contrivance other than a gas bomb that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellant or temporary incapacitating substance. (571.010.7, RSMo.);
12. Machine Gun: Any firearm that is capable of firing more than one shot automatically, without manual reloading by a single function of the trigger. (571.010.11, RSMo.);
13. Rifle: Any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger. (571.010.13, RSMo.);
14. Shotgun: Any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed shotgun shell to fire a number of shots or a single projectile through a smooth bore barrel by a single function of the trigger. (571.010.15, RSMo.); and
15. Spring Gun: Any fused, timed or non-manually controlled trap or device designed or adapted to set off an explosion for the purpose of inflicting serious physical injury or death. (571.010.16, RSMo.).

***Safe Schools Act (List of Referenced Felonies)***

The policy shall require school administrators to report acts of school violence to teachers and other school district employees with a need to know. For purposes of this act, need to know is defined as school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. As used in this section, the phrase "act of school violence" or "violent behavior" means the exertion of physical force by a student with the intent to do serious physical

injury as defined in subdivision six (6) of section 565.002, RSMo, to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities. The policy shall at a minimum require school administrators to report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following felonies or any act which if committed by an adult would be one of the following felonies:

- (1) First degree murder under section 565.020, RSMo;
- (2) Second degree murder under section 565.021, RSMo;
- (3) Kidnapping under section 565.111, RSMo;
- (4) First degree assault under section 565.050, RSMo;
- (5) Forcible rape under section 566.030, RSMo;
- (6) Forcible sodomy under section 566.060, RSMo;
- (7) Burglary in the first degree under section 569.160, RSMo;
- (8) Burglary in the second degree under section 569.170, RSMo;
- (9) Robbery in the first degree under section 569.020, RSMo;
- (10) Distribution of drugs under section 195.211, RSMo;
- (11) Distribution of drugs to a minor under section 195.212, RSMo;
- (12) Arson in the first degree under section 569.040, RSMo;
- (13) Voluntary manslaughter under section 565.023, RSMo;
- (14) Involuntary manslaughter under section 565.024, RSMo;
- (15) Second degree assault under section 565.060, RSMo;
- (16) Sexual assault under section 566.040, RSMo;
- (17) Felonious restraint under section 565.120, RSMo;
- (18) Property damage in the first degree under section 569.100, RSMo; [or]
- (19) The possession of a weapon under chapter 571, RSMo;
- (20) Child molestation in the first degree pursuant to section 566.067, RSMo;
- (21) Deviate sexual assault pursuant to section 566.070, RSMo;
- (22) Sexual misconduct involving a child pursuant to section 566.083, RSMo; or
- (23) Sexual abuse pursuant to section 566.100;

[www.senate.mov.gov/00info/billtext/tat/SB944](http://www.senate.mov.gov/00info/billtext/tat/SB944)

### **Protection of Student Rights      Board Policy 1610**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;

3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

### **Sexual Harassment of Students**

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Osage County R-II School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of student's academic status or progress; or
2. Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within course of study or other school related activity; or
3. Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment, or
4. Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator immediately. The staff member who receives the complaint shall promptly inform the administrator who is



designated to investigate such reports, or the next level administrator who is not the subject of the complaint.

Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, a change in educational conditions, loss of privileges or benefits or other disciplinary action.

Any individual who retaliates against any employee or student, who reports, testifies, assists or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline. The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time.

The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure further sexual harassment does not occur. No person who is the subject of a complaint shall conduct such an investigation. If the superintendent is the subject of the complaint, an investigation will be conducted by an individual authorized by the Board of Education.

Any staff member or student found in violation of this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with reporting child abuse. Students who believe their complaint has not been satisfactorily resolved may utilize grievance procedures at the appropriate level.

#### **Statewide Assessments**      **Board Policy 6440**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian

at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

### **Title 1      Board Policy 1621**

#### **Parent Involvement**

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

#### **Staff Qualifications**

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

#### **Reporting Requirements**

Pursuant to the provisions of the Every Student Succeeds Act, the District will submit its Federal Title I LEA Plan, describing the District's Title I services.

### **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 Osage County R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Osage County R-II School District 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 Osage County R-II School District 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 Osage County R-II School District 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 in the school offices upon request, during regular school hours. If you have any questions, please contact the Coordinator of Special Education Services, Emma Williams, at 573-897-4200. This notice will be provided in native languages as appropriate.

### **Protection of Pupil Rights Amendment (PPRA) (Policy 1610)**

Welcome to the Protection of Pupil Rights Amendment (PPRA) page for parents, students, and school officials. This page contains FAQs and resources regarding parents' rights under the PPRA and education officials' obligations in implementing the PPRA. The PPRA applies to the programs and activities of a State educational agency (SEA), local educational agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or,
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

We recommend you review the FAQs and other resources provided on this page in order to understand what rights parents and students have under the PPRA and State- and local educational agencies' obligations in implementing the PPRA.

Parents or eligible students who believe their rights under PPRA have been violated may file a complaint with the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. You may contact us if you have questions regarding the PPRA or wish to obtain more information regarding filing a complaint under PPRA. Or you may contact us at the following address and phone number:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520  
Phone: 1-800-USA-LEARN (1-800-872-5327)

### **Use of Tobacco Products Board Policy 5250**

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Similarly, the use of substances appearing to be tobacco products, including, but not limited to, e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be tobacco products shall be prohibited in all District buildings, grounds and vehicles. This Policy applies to all employees, students and patrons attending school-sponsored activities and meetings.

### **Parents Right to Know**

#### **Every Student Succeeds Act of 2015 (Public Law 114-95)**

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

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

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

In addition to the information that parents may request, a building receiving Title 1.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each State academic assessment required under Title 1.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **I. Earthquake Safety For Missouri's Schools**

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

#### Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

#### Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

#### Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.

- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

*Know What to Do When the Shaking BEGINS*

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

*Know What to Do AFTER the Shaking Stops*

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

*The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0.1082.0\\_241\\_.00.html](http://www.redcross.org/services/prepare/0.1082.0_241_.00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455*

***Educating Missouri's Homeless Children***

The McKinney-Vento Act, part of the No Child Left Behind Act of 2001, guarantees homeless children and youth an education equal to what they would receive if not homeless.

**Who is Homeless?**

According to the McKinney-Vento Act, homeless children and youth include individuals who lack a fixed, regular and adequate nighttime residence. This included the following situations:

Sharing the housing of others (known as doubling-up) due to loss of housing or economic hardship

Living in motels, hotels, trailer parks or camping grounds

Living in emergency or transitional shelters

Abandoned in hospitals

Awaiting foster-care placement

Living in a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

The McKinney-Vento Act also recognizes unaccompanied youth who are homeless. According to the act, an unaccompanied youth is a youth not in the physical custody of a parent or legal guardian.

### **Which School Can a Homeless Child Attend?**

There are two choices for a student in a homeless situation — the school of origin and the school of residency. The school of origin is the school the child attended when permanently housed or the school in which the child was last enrolled. The school of residency is the school serving the area where the child or youth is currently physically dwelling. When determining the school of best interest, a homeless child or youth should remain in the school of origin (to the extent feasible) unless doing so is contrary to the wishes of the parent or guardian or to the wishes of the unaccompanied youth.

### **Enrollment**

The McKinney-Vento Act requires the immediate enrollment of homeless children and youth. These children must be allowed to attend school even if they are unable to produce previous academic records, immunization and medical records, proof of residency, birth certificates, or other documentation that is usually required.

### **Transportation**

School districts must provide transportation for homeless children and youth to the school of best interest. Districts must also provide transportation during the resolution of any pending disputes. While disputes over enrollment, school placement or transportation arrangements are being resolved, students must be transported to the school of choice of the parent or the unaccompanied youth.

### **The Homeless Coordinator**

A school district's homeless coordinator plays a vital role in ensuring that children and youth experiencing homelessness enroll and succeed in school. The McKinney-Vento Act requires that



every school district appoint a homeless coordinator who serves as the link between homeless families and school staff, district personnel, shelter workers and social-service provider

**Prohibition Against Harassment, Discrimination and Retaliation Board Policy 1300**

The District is committed to maintaining a workplace and educational 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 accordance with law, 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 in its programs and activities. 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 has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Name: Bob James

Title: Superintendent

Address: 141 Wildcat Drive, Linn, MO 65051

Telephone Number: 573-897-4200

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all 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.

**Osage County R-II School District  
Technology Usage Regulations**

In order to use technology resources and services that are provided by the School District and/or other vendors via the district internet connection, you must read the following information and sign the Technology Usage Agreement included in the Handbook agreement. In addition to this document, you agree to abide by any technology related policy adopted by the Board of Education which can be found on the School District website.

1. The use of School District technology resources is a privilege that may be revoked at any time for abusive or inappropriate conduct. Such conduct is prohibited and would include, but is not limited to:

- Any purpose which violates federal, state or local law.
- Accessing, production, posting, sending or displaying material that is offensive in nature. This includes obscene, profane, discriminating, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images.
- Harassing, insulting, or attacking others.
- Attempting to damage technology systems, hardware, software, or networks. Plagiarizing or violating copyright laws.
- Using another's ID or password.
- Intentionally or negligently wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and/or participating in unauthorized Internet based content/applications/services, and storing files on School District systems not appropriate for or related to school business without proper authorization.
- Employing the network for commercial or political lobbying purposes.
- Attempting to gain unauthorized access to the School District network.
- Posting information that could be disruptive, cause damage, or endanger students or staff.
- Posting false or defamatory information about a person or organization.
- Downloading files/web content of questionable origin or for purposes unrelated to official school business.
- Accessing web-based content/services unless for approved educational purpose or official school business.

2. Because of the potentially large number of individuals who need access to limited network resources, various restrictions or limitations may be implemented to ensure priority school business applications are not disrupted.

3. The School District reserves the right to inspect any material stored or transmitted via electronic media to which users have access and will edit or remove any material that the district staff, in its sole discretion, believes may be objectionable.

4. Internet access is provided primarily for education purposes under the direction of district staff and non-educational use may be limited at any time. Internet gaming, audio/video streaming is restricted to educational use only and any exceptions must be approved by the School District.

5. The availability of Internet based applications/services (i.e. cloud computing, social networking) has increased dramatically in recent years which in turn has resulted in a wide range of safety, legal, security and confidentiality issues as well. They also require technology resources of varying degree to function correctly on the client or front-end. Internet based applications and/or services intended for use in school related business activity must be evaluated and approved at both the business and technical levels prior to implementation.

6. Personal computing devices (i.e. laptops, smartphones, gaming devices) are not allowed on the School District Internal network. A designated guest wireless network may be provided by the district for personal computing devices. Portable storage devices/media (i.e. flash drives, CD, DVD) are allowed for data file transfer purposes only and any software applications stored are prohibited on the School District network. Any exceptions must be approved by the School District.

7. All technology related hardware and software resource acquisition for the School District must be evaluated and approved by the Technology Department.

8. The School District does not warrant that technology system functions will meet any specific requirements users may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.

9. Rules and regulations regarding system usage will be modified, added and posted from time to time by the administrators of the School District and/or Technology Department. Technology resource users are subject to these rule modifications.

10. School District technology resources are intended for the exclusive use of its registered users. As a user, you are responsible for the use of your network account and password. Any problems that result from an individual user account are the responsibility of the account holder and may result in suspension of access and/or further disciplinary action as deemed necessary by the School District.

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**Osage County R-II School District**  
**141 Wildcat Drive, Linn, MO 65051**

Main: 573-897-4200  
Fax: 573-897-3768  
Web: <http://linn.k12.mo.us>

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**ADMINISTRATIVE OFFICERS**

Bob James, Superintendent  
Cammie Higgenbotham, ES Principal  
Erin Sassmann, HS/MS Principal  
Eric Morfeld, Technology Director  
Rylee Glenn, Special Ed. Coordinator  
Chris Minnix, Assistant Principal/  
Athletic Director



**Home of the Linn Wildcats**

**BOARD OF DIRECTORS**

Shawn Strong, President  
Hannah Swann, Vice-President  
Mark Baker, Secretary  
Naomi Klouzek, Treasurer  
Lori Greer, Member  
Brett Phillips, Member  
Jamie Bish, Member

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### Chromebook Usage Agreement

Students in grades 1-5 will be assigned a Chromebook to be used at school. If we ever have to go to a virtual education environment, the students will bring home their assigned Chromebook. At the end of the year, students will return their Chromebooks to their classroom teacher.

We understand that accidents happen that may cause a Chromebook to be damaged. In the event of accidental damage, the district will cover the cost of repairing the Chromebook. Intentional damage or damage due to negligence or misuse will not be covered by the district. These damages would be the responsibility of the parent/guardian. Lost Chromebooks will also be the responsibility of the parent/guardian. Listed below are approximate costs of repairs:

- Total Replacement - \$225
- Screen - \$45
- Keyboard/Touchpad - \$60
- Power cord - \$25
- Motherboard - Current market price

If a Chromebook is stolen or vandalized during the school day, students or parents should contact the school office immediately. Action will be taken to attempt to locate the device and the incident will be thoroughly documented.

If a Chromebook is stolen or vandalized outside of the school day, students and parents must do the following:

- Contact the school
- Contact the authorities to report theft
- Send an email to [Tech@linn.k12.mo.us](mailto:Tech@linn.k12.mo.us) with all your contact information

Once the district receives this information, someone will make contact with the student/parents within 24 hours. All theft and vandalism will be investigated by the proper local law enforcement

\* “Damaged” is defined as hardware or software breakage that hinders the operation or functionality of the device.  
**Damage that occurs through negligence, misuse, or intentional action will be the responsibility of the parent/guardian.**

We have received and read this letter. We understand that if the Chromebook is lost or is damaged through negligence, misuse or intentional action, we will be responsible for the cost of repairing/replacing the Chromebook.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

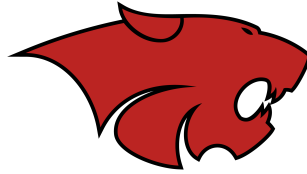
\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

***This Usage Form must be signed by all parties and returned before a Google Chromebook will be distributed to any student.***

**A paper copy of the Linn Elementary Student Handbook is available upon request. You may access it at any time on our school website.**

**<https://www.linn.k12.mo.us>**



**PARENTAL/GUARDIAN & STUDENT**  
**2023-2024 HANDBOOK**  
**ACKNOWLEDGMENT**

Students and parents/guardians are encouraged to read through this handbook. In many instances questions students and parents/guardians have regarding school policies can be answered by looking in the handbook. The staff at Linn Elementary School has worked hard to make this handbook a representation of the expectations of our community.

Thank you for your cooperation, and if you ever have any questions, please call 573-897-4200. We are more than happy to help you with any needed information.

I acknowledge I have received and read the policies and procedures contained in the Linn Elementary Student Handbook which includes the Technology Usage Agreement. Please sign below and have your student return it to the elementary office.

Parent/Guardian Signature & Date: \_\_\_\_\_

Student Signature & Date: \_\_\_\_\_

**Picture Permission**

Through the course of the year, we share pictures on our school facebook page recognizing students for earning awards such as a Way to Go, Wildcat. We also showcase students working in the classroom or participating in special events, etc. ***If you do NOT want your child's picture shared on social media, please list his/her name below.*** Thank you!

**No Pictures:** \_\_\_\_\_

\_\_\_\_\_