

LINN HIGH SCHOOL



STUDENT HANDBOOK

2023- 2024

Our Mission Statement

The Mission of the Osage County R-II School District is to provide sufficient opportunities for all students to become successful, lifelong 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 High School/ Middle School Mission Statement

Empowering students to be lifelong learners, leaders, and productive citizens.

Linn High School/ Middle School Vision Statement

A community collaborating to develop students' potential for personal growth, leadership, and greater success.

School Website: www.linn.k12.mo.us

Mascot: Wildcats

School Colors: Cardinal Red & White



Board of Education

Member	Title	Term Expires
Dr. Shawn Strong	President	April 2026
Hannah Swann	Vice-President	April 2024
Mark Baker	Secretary	April 2024
Lori Greer	Treasurer	April 2026
Naomi Klouzek	Member	April 2026
Brett Phillips	Member	April 2025
Jamie Bish	Member	April 2025

Superintendent of Schools – Bob James

High School/Middle School Principal – Erin Sassmann

Athletic Director/HS,MS Assistant Principal –Chris Minnix

Special Education Coordinator – Rylee Glenn

Elementary School Principal – Cammie Higgenbotham

Technology Director - Eric Morfeld

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High School Staff

2023 - 2024

HS/MS Principal	Erin Sassmann	sassmanne@linn.k12.mo.us
Athletic Director/Assistant Principal	Chris Minnix	minnixc@linn.k12.mo.us
Special Services Coordinator	Rylee Glenn	glennr@linn.k12.mo.us
Technology Director	Eric Morfeld	morfelde@linn.k12.mo.us
HS Administrative Assistant	Alice Scheulen	scheulena@linn.k12.mo.us
HS/SPED Administrative Assistant	Julie Hoover	hooverj@linn.k12.mo.us
Athletics Administrative Assistant	Emily Gibson	gibsone@linn.k12.mo.us
Agriculture Department	Megan Niederhelm	niederhlemm@linn.k12.mo.us
Agriculture Department	Terry Shepherd	shepherd@linn.k12.mo.us
HS/MS Art	Lana Hunt	huntl@linn.k12.mo.us
Band/Choir	Shawn Smith	smithsh@linn.k12.mo.us
Business	Joseph Andrews	andrewsj@linn.k12.mo.us
Counselor	Shannon Wolfe	wolfes@linn.k12.mo.us
FACS	Christine Miller	millerc@linn.k12.mo.us
HS Math	Samantha Francis	franciss@linn.k12.mo.us
HS Math	Sharlet Peterson	petersons@linn.k12.mo.us
HS Language Arts	Jesse Fick	fickj@linn.k12.mo.us
HS Language Arts	Kayla Peterson	petersonk@linn.k12.mo.us
Library Media Specialist	Robyn Baker	bakerr@linn.k12.mo.us
HS PE/Weight Training	Ryan Rost	rostr@linn.k12.mo.us
HS PE/Weight Training	Steve Samson	samsons@linn.k12.mo.us
HS PE/Health	Jordan Estrada	estrada@linn.k12.mo.us
HS Science	Hilary Sifling	siflingh@linn.k12.mo.us
HS Science	Jordan Sallin	sallinj@linn.k12.mo.us
HS Social Studies	Greg Stephens	stephensg@linn.k12.mo.us
HS Special Education	Joyce Haeffner	haeffnerj@linn.k12.mo.us
HS Special Education	Tasha Haslag	haslagt@linn.k12.mo.us
Speech Language Pathologist	Michelle Mosely	moselym@linn.k12.mo.us
Nurse	Jeanette Gibson	gibsonj@linn.k12.mo.us
Special Education Para	Chris Cramer	cramerc@linn.k12.mo.us
Special Education Para	Tammy Ruettgers	ruettgerst@linn.k12.mo.us

Extra Curricular Activities **2023-2024**

ACES Academic Club	Sharlet Peterson
Art Club	Lana Hunt
Athletic Club	Ryan Rost
Band	Shawn Smith
Baseball	Dan Campbell
Assistant Baseball	Jason Dudenhoeffer
Basketball - Varsity - Boys	Brendan Ham
Basketball – Junior Varsity – Boys	Clint Finkemeier
Basketball – Varsity - Girls	Ryan Rost
Basketball – Junior Varsity – Girls	Steve Samson
Book Club	Robyn Baker/Jesse Fick
Color Guard	Shawn Smith
Head Track	
Assistant Track	Robyn Baker
Assistant Track	
Head Cross Country	Robyn Baker
Assistant Cross Country	Tasha Haslag
Drama	Jesse Fick
Esports	
Golf	Ryan Rost
Family, Career, and Community Leaders of America	Christine Miller
Future Farmers of America	Megan Niederhelm
Future Farmers of America	Terry Shepherd
Future Business Leaders of America	Joseph Andrews
National Art Honor Society	Lana Hunt
National Honor Society	Samantha Francis
Softball	Ryan Rost
Assistant Softball	Mike Nolting
HS Student Council	Robyn Baker
Trend/SADD	Jesse Fick
Tri-M	Shawn Smith
Vocal Music	Shawn Smith
Volleyball – Varsity	Kayla Peterson
Volleyball – Junior Varsity	Sharlet Peterson
Yearbook	Kayla Peterson

Class Sponsors

Senior Class (2024)	Christine Miller/Samantha Francis
Junior Class (2025)	Joyce Haeffner/Tasha Haslag
Sophomore Class (2026)	
Freshman Class (2027)	Greg Stephens/Cassie Sneller

Linn High School --- 2023 – 2024 --- Units of Credit

I. Communication Arts.....7.5 credits

Language Arts I	1 credit
Language Arts II	1 credit
Cultural Literature	1 credit
Classic Literature	1 credit
Publications	1 credit
Speech and Drama	1 credit
DC English Comp 1	½ credit
DC English Comp 2	½ credit
DC Public Speaking	½ credit

II. Foreign Language..... 2 credits

Spanish I	1 credit
Spanish II	1 credit

III. Social Studies..... 7 credits

American History	1 credit
Government	1 credit
Mo History	1 credit
World Civilization	1 credit
AP Psychology	1 credit
Psychology	½ credit
Sociology	½ credit
DC Adv. American History	½ credit
DC American Gov't	½ credit

IV. Mathematics.....7.5 credits

Applied Algebra	1 credit
Algebra I	1 credit
Algebra II	1 credit
Geometry	1 credit
Integrated Math	1 credit
DC Calculus	1 credit
DC College Algebra	½ credit
DC Statistics	½ credit
DC Trigonometry	½ credit

V. Science..... 7 credits

Physical Science	1 credit
Biology I	1 credit
Biology II	1 credit
Anatomy	1 credit
Environmental Science	1 credit
Chemistry	1 credit
AP Biology	1 credit

VI. Fine Arts5.5 credits

Art I	1 credit
Art II	1 credit
Ceramics/Sculpting	1 credit
Band	1 credit
Chamber Choir	1 credit
Color Guard	½ credit

VII. Practical Arts..... 18 credits

A. Finance	½ credit
B. Agricultural Education	8 credits
Woodworking	½ credit
Nursery	½ credit
Landscape/Turf Management	1 credit
Ag Construction I	1 credit
Ag Construction II	1 credit
Ag Science I	1 credit
Ag Structures	1 credit
Greenhouse	1 credit
Food Science	½ credit
Advanced Animal Science	½ credit
C. Business Education	4 credits
Business Management	1 credit
Digital Communications	1 credit
Computer Applications	1 credit
Intro to Business	½ credit
Entrepreneurship	½ credit
D. Family & Consumer Science	5 credits
Apparel	1 credit
Interior Design	½ credit
College & Career Readiness	½ credit
Teaching Paths	1 credit
Child Dev. / Adv. Child Dev.	1 credit
International Food	1 credit
E. Health	½ credit

VIII. Physical Education.....4 credits

Physical Education	1 credit
Walking & Yoga	1 credit
Weight Training	1 credit
Lifetime Sports	1 credit

IX. Miscellaneous..... *

A+ Tutoring	1/2 credit
School Flex	up to 2 credits

A+ Designation

To be eligible for the financial scholarships of the A+ Schools Program, a student must meet the following criteria and be designated as an A+ student by Osage County R-II School District.

1. Enter into a written agreement prior to graduation and have attended the high school for at least two out of four years.
2. Graduate from high school with a cumulative grade point average of 2.5 or higher.
3. Have at least a 95% cumulative attendance record.
4. Perform fifty (50) hours of unpaid tutoring or mentoring of younger students through a school-sponsored program.
5. Citizenship Requirement:
A+ students must be good citizens as determined by the proper school authorities.
 - The student must have no incident of drug or alcohol possession or use/abuse. Any violation (possession of drugs or alcohol, possession of paraphernalia, use, manufacture, sale, or transportation) will result in the loss of eligibility for the program.
 - The student must adhere to a code of behavior that demonstrates respect for authority, faculty, school property, and his/her fellow students. The school's Student Handbook will serve as the definition of appropriate behavior.
 - Students who receive five or more days of ISS (In-School Suspension), OSS (Out of School Suspension), or a combination of these in one school year will be disqualified from the program.
 - Students who are convicted of a felony will not qualify for the program.
6. Make a good faith effort to secure all available funds that do not require repayment. This includes completing the FAFSA form.
7. Perform twenty-five (25) hours of unpaid community service, which must be documented.
8. Citizenship appeals may be directed to the A+ Appeals Committee when a student believes that he/she has been declared ineligible unfairly. To appeal, the student or parent/guardian must notify the A+ Coordinator in writing of his/her intent to appeal within ten days of receiving an ineligibility letter. An A+ Appeals Committee shall hear the appeal after receiving a written request and will return its decision to the student/parent in writing. The student may appeal the A+ Appeals Committee's decision to the Superintendent of Schools or their designee.

A+ students are required to pass the Algebra I EOC test at the proficient or advanced level. There are alternative methods of obtaining A+ Certification if a student does not reach the stated levels of the Algebra I EOC. Please see the A+ coordinator for further information.

Activity Eligibility

(Board Policy 2910/2920)

(This pertains to non-MSHSAA sanctioned activities. For MSHSAA Regulations See p.35)

Team, groups, and organizations are a very important part of any school's curriculum. The values that can be learned from these activities above and beyond the normal school day can be invaluable. It should be understood that participation in these activities is a privilege and not a right. They can and will be taken away if improper conduct occurs.

Students must be passing in 6 of 7 classes in the semester to remain eligible. The student will become eligible after the next three-week grading period if the grade has been brought up to passing. They will be able to practice during this time if they are attending the required tutoring classes. There is an exemption for co-curricular classes (i.e. band, choir, vocational) if the activity is directly related to the classroom instruction, then the students will be allowed to participate as long as they are not failing that co-curricular course.

In order to participate in extracurricular or co-curricular activities, a student must have been in school for all 7 periods during the school day. This includes being in school for all 7 periods on Friday for weekend activities. The reason for absences must be excusable in order to be eligible for participation in the activity unless special arrangements have been made through the building principal. A student must also be in attendance at school the day following the activity or they will be ineligible for the next contest. The only exception to being absent the day after an activity is with a verified doctor's note.

Students traveling on school-sponsored trips will ride the bus to the event and return by the same means. Students may return by other means only with prior written permission from parents and approval from the principal. Notification to the coach/sponsor will be made prior to leaving an event.

The discipline code applies to any school-sponsored activity. Students who are under any type of disciplinary suspension will not be allowed to participate in any school-sponsored activities until the suspension or detention has been served.

Activity Fees

All extracurricular teams or groups that use district-provided transportation will be assessed an activity fee. Any group that charges dues and pays for their own transportation will not be assessed the fee.

No co-curricular groups will be charged the fee.

The activity fee should not be made until your child is officially on the team. Once your child is officially on the team, then the activity fee is due before the first competition. Activity fees will NOT be refunded and are non-transferable if the student does not finish the athletic season. Students will not be able to compete or perform until the activity fee is paid.

The activity fee is \$25 per student per activity with a \$75 maximum per family per year. Please make checks payable to the Linn Athletic Department. This needs to be a separate check. It cannot be combined with lunch or any other payment. If payment of this fee would prevent your student from participating, please contact the MS/HS principal or the athletic director, at 573-897-4216.

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 people 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 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 will be made for the student's previous school records along with any other relevant records as set forth in Missouri state law. 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.

Alternative Methods of Instruction (AMI)

Beginning in the 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.

Arrival and Departure

School Hours: 7:45 a.m.--3:45 p.m.

Arrival: Upon arrival at school, students must go into the building. Students may not sit in their cars before school. Students may enter the building at 7:15 a.m. Students must report to the cafeteria for breakfast or to the gym if it is before 7:45. Students may not loiter in the hallways or locker rooms before school.

Departure: All students will be released at the bell at 3:45 pm. Students riding buses will immediately report to their bus. Students riding or driving in cars get to leave the parking lot before the buses in a respectful manner. Those students that have backed into their parking spot will get to leave first followed by the students that have not backed in. Once the buses start moving, all cars must wait until the buses have left the parking lot.

Teachers are available until 4:00 p.m. in their classrooms for parent or student conferences.

Students should leave the building no later than 4:00 p.m. unless they participate in a supervised after-school activity, or are requested to stay by a teacher. **Students must be supervised by school personnel at all times.**

Linn R-2 will not be responsible for supervising students outside of the school day. Please do not drop off students during unsupervised periods of the day.

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

Students arriving at school after the tardy bell must sign in at the office and obtain a tardy slip.

Students leaving school property during regular school hours must have approval from parents via phone call, note, or text. See ***Closed Campus*** 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, 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. If a parent or guardian is not familiar with the administrative assistant, a copy of the driver's license will be required. Any student leaving campus without parent approval and without signing out will be considered truant. See ***Truancy***.

Assemblies

Assemblies are designed to provide students with an enriching experience that will help them fully develop their school careers. 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. Students may be excused from assemblies upon parent request given to the school prior to the assembly. Students not attending will report to a study hall during the assembly.

At-Risk Students

(Board Policy 2812)

The District is committed to identifying students who are at risk of not being ready for college-level work or not being ready for employment in entry-level career positions. It is essential that such identification occurs early enough that our schools can intervene with academic counseling, career counseling, and other intervention services to enhance a student's readiness for post-high school academic or employment opportunities.

At-risk students will be identified by at least their ninth-grade year, including students who transfer into the District during ninth grade. To identify such at-risk students, the District staff will utilize the following:

1. Student performance in Mathematics and English on the eighth-grade Missouri Assessment Program (MAP) tests.
2. The District will consider comparable statewide assessment performance for students transferring into a ninth grade from outside of Missouri.
3. The student's attendance rates.
4. Data submitted by the Department of Higher Education.

When at-risk students are identified, the District will initiate academic and/or career counseling as soon as is practicable to enhance at-risk students' opportunity to graduate on time and to enhance their college and/or career readiness.

Attendance Policy

1. Each student is expected to attend school regularly and to be on time for his/her classes. 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 the class discussion, teacher presentations, and the opportunity to participate in the normal routine of the school day. All absences count for purposes of meeting the A+ Program criteria. Students **MUST** maintain 90% attendance during the school year to be in compliance with the Missouri School Improvement Standards. Public education is governed by the Missouri School Improvement Standards. It is the state's school accountability system for reviewing and accrediting public school districts in Missouri.

2. If your student is absent, please call the office (897-4200, ext. 3100) by 9:00 a.m. to let us know they will not attend. Daily calls are made to parents/guardians of students who are absent/tardy without parental notification to the school.

3. 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.

4. 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 for 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. For example, if the student was in attendance on Tuesday and the teacher announces a test will be on Friday, then the student is absent on Wednesday and Thursday. The student will be required to take the test on Friday. Most student assignments will be posted on Google Classroom. Students can access these assignments at any time and turn them in through the same mode. If a student cannot find their assignment for the day they are absent, they can email the teacher or call the office at 573-897-4200 extension 3100.

5. 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. Parents will be able to pick up the work missed, and students can receive full credit when work is turned in on the day of their return to school.

6. A student shall be allowed a maximum of eight unverified absences from any class during a semester. Students who accumulate in excess of eight days in any class are subject to loss of credit for that class. (Student suspensions are not counted as days/hours absent for purposes of this policy.)

Parents will be notified by email/letter on the **4th, 6th, and 8th absences.**

a. 4 absences - Notification sent to the parent/guardian

c. 6 absences – Notification sent to the parent/guardian.

d. 8 absences – Mandatory appeal of credits. The appeal form must be turned in within 7 calendar days of the 8th absence or all credits to appeal will be automatically lost. The Missouri Children's Division may be notified.

8. If a student loses credit due to excessive absences, he or she may request an appeal. It is the student and parent's responsibility to be present at the appeal with the building principal and appeals committee consisting of building staff.

9. During school hours, students may not leave the buildings to go to the parking lot without permission from the office.

10. Students must be in school the entire day to be eligible to play, practice or attend a school event. In order to participate a student must have been in school for all 7 periods during the school day. This includes being in school for all 7 periods on Friday for weekend activities. The reason for absences must be excusable in order to be eligible for participation in the activity unless special arrangements have been made through the building principal. (Example: Funeral) A student must also be in attendance at school the day following the activity or they will be ineligible for the next contest. The only exception to being absent the day after an activity is with a verified doctor's note.

11. A student who is absent for ten (10) consecutive days without notification is dropped from enrollment at Osage County R-II district.

12. Truancy is defined as deliberate absence from school on the 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 that 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.

Backpacks

Cooperative learning, students engaging with each other, during lessons is imperative for critical thinking and student learning. This requires students to have space to move around the classroom. Backpacks are not conducive to this type of movement in the classroom. Due to this and student safety, backpacks, oversized coats, and blankets will be prohibited from entering the classroom. Students must leave backpacks, duffle bags, sports bags, or other types of bags, oversize coats, and blankets in their lockers. Students can carry a pencil pouch 10 inches by 8 inches or smaller.

Beverages

Students may carry around containers that have a lid that securely screws on and contains the beverage. Students cannot carry any cans or containers without lids. Styrofoam cups, plastic cups, and paper cups may only be used during lunch, in the commons. No unapproved containers will leave the commons after lunch. We would prefer no unnecessarily large, distracting bottles with lids to be carried around.

Books

Textbooks 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. Grade cards for all classes may be held until debts are paid in full. This applies to Chromebooks and chargers as well, which are checked out to students.

Bullying

STUDENTS

(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, 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 devices, computer, or pager. The District may prohibit and discipline 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 which they 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 designated 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.

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, the severity of the behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include loss of privileges, classroom and office detention, conference with the teacher, parents

contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contact.

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 the negative effects of bullying. 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, respond to such conduct in a manner that does not stigmatize the victim, and 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 was 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 their 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 the damaged property will be collected by the bus company.
- The driver has the privilege of assigning seats if he/she desires to do so.
- Students may ride only one bus to school and one bus home. They cannot change buses to ride home with friends or go to different addresses on different days of the week.

Cafeteria Procedures

Breakfast will be served from 7:15 a.m. to 7:45 a.m. All students will eat breakfast in the cafeteria even if purchased elsewhere. Students must go to the cafeteria to get breakfast as soon as they get to school. Once students go to the gym, they may not leave until the bell rings.

Students must show their lunch cards when purchasing breakfast, lunch, or a la carte items from the cafeteria. If the student has forgotten or lost a lunch card, they must go to the end of the student breakfast or lunch line.

Lost meal cards will be replaced for a fee of \$1.00. After the card is replaced on three (3) different occasions the fee will be \$5.00. Replacement cards will be produced within a reasonable amount of time. Lunch cards that have been altered or defaced must be replaced, and students will be charged a replacement fee.

Lunch will be served during the three scheduled lunch periods.

Lunch	
6th - 7th	11:45 - 12:05
10th - 12th	12:15 - 12:35
8th - 9th	12:46 - 1:06

Students will eat in the cafeteria regardless if they have school lunch or bring lunch from home. Students must remain in the designated area until the end of the lunch period unless permission is obtained by the supervisor on duty. Food from home must be kept in students' lockers and only eaten in the cafeteria. Food and beverage items may NOT be carried to the classrooms.

Any visitors during lunch must sign in with the office and be approved before entering the cafeteria. Visitors must eat in a designated area away from the rest of the student body.

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

Money for the student's lunch account must be deposited at the student window before the first hour begins. If a student's lunch balance is -\$20 or below, they may be served a peanut butter or turkey sandwich (unless allergic, and then arrangements will be made for another lunch) and milk until all lunch charges are paid in full. In addition, the lunch card will be held in the office until the balance is paid. Students must have a positive balance in their meal account in order to purchase a la carte items.

A la carte items are an extra charge, separate from the regular lunch cost. All a la carte purchases will be charged to the student's lunch account. A la carte items are not included in free or reduced lunch plans. If a student with free or reduced lunch purchases an a la carte item, their account will be charged and the student will be responsible for all fees.

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.

Canine Searches

School officials may use trained detection dogs in inspections for illegal, unauthorized, or contraband materials in school facilities, grounds, and school parking lots. All dogs must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions and who can verify the reliability and accuracy of sniffing out contraband. Trained detection dogs may sniff lockers, student motor vehicles, or other inanimate objects throughout school property. Such inspections are not considered searches and do not require reasonable suspicion.

Cell Phones - High School

Cell phones are permitted at the High School during passing periods and at lunch ONLY. Cell phones must be put in cell phone caddies upon entering the classroom. Cell phones cannot be in back pockets or in pencil pouches that are easily accessible. If cell phones are seen or heard, they will be confiscated and Cell Phone Discipline will be enforced. See Appendix 1 - Discipline for Cell Phone Discipline

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 an emergency.

Citizenship

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

Random testing of students for alcohol or drug use may be conducted at any school-sponsored activity. In addition, any student that shows signs of alcohol or drug use while attending such a function may be tested. Alcohol and drug possession and distribution are also prohibited and will be dealt with accordingly. Any such acts will be a violation of this disciplinary code.

School activity sponsors may establish additional rules regarding student conduct and have the authority to invoke eligibility consequences for misbehavior.

Class Dues

Class dues help pay for events, field trips, and other activities the students will experience throughout their High School careers. Some important events that are paid for by class dues are Dances, Homecoming decorations, Prom, Senior Trips, and other Senior activities. All balances in the class account will follow the class until they graduate.

Class Dues:

9th - 12th Grades: \$40 per year

Students who choose not to pay class dues will not be allowed to attend any dances or be eligible to be elected into office for clubs and classes. If you have trouble paying class dues, please contact the office.

Class Interruptions

The Osage County R-II 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 in between classes or during lunch unless it is an emergency. Students are not allowed to receive any form of electronic communication during any classroom instructional period.

Class Rank

The senior student with the highest cumulative grade point average at the end of the eighth (8th) semester of high school will be recognized as class valedictorian.

The senior student with the second-highest cumulative grade point average at the end of the eighth (8th) semester of high school will be recognized as the class salutatorian.

A student must attend Osage County R-II High School for the last four (4) semesters of high school in order to be eligible for the recognition.

Classification and Promotion of Students

Classification and promotion of students in the Osage County R-II High School are on a yearly basis. The number of units satisfactorily completed, as follows, will determine the classification of students and promotion to the next grade level beginning at the ninth grade:

Freshman	0 semesters	0 credits
Sophomore	2 semesters	5 credits
Junior	4 semesters	10 credits
Senior	6 semesters	17 credits

Class rank and grade point average will be finalized at the end of each semester.

Closed Campus

The Osage County R-II High School/Middle School maintains a closed campus from 7:45 a.m. until 3:45 p.m. on all school days. Only students, registered visitors, and school personnel are permitted on school property during school hours. The principal reserves the right to either not allow the visitor or to dismiss the student from campus. Permission to leave school will be granted, only for verified reasons and only with a telephone call, note, or text by the parent or guardian to the high school office.

Communication with Students by Electronic Media

(Board Policy 4650)

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 students 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 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)

Communicable Diseases

Students with signs and symptoms of communicable diseases may not attend school. A student taking antibiotics for a contagious illness must wait 24 hours from when the medicine first was administered before returning to school.

Vaccines are now available to control the majority of diseases that have caused illness and death in children in the past. Medical treatments help to control many others, but schools must continue to play an important role in controlling the spread of communicable diseases. By enforcing the state communicable disease regulations, excluding children who are ill, and promptly reporting all suspected cases of communicable disease, personnel working with children can help ensure the good health of the children in their care.

Be alert for signs of illness such as elevated temperature, skin rashes, inflamed eyes, flushed, pale or sweaty appearance. If a child shows these or other signs of illness, pain, or physical distress, he/she should be evaluated by a healthcare provider. Children or staff with communicable diseases should not be allowed to attend or work in a school until they are well.

Please report all suspected cases of communicable disease promptly to your city, county, or state health department. Prompt reporting is the first step to appropriate control measures.

The following conditions require exclusion from the public setting:

- Fever of 100 degrees or higher (must be fever free for 24 hours without a fever-reducing agent before returning to school)
- Undiagnosed rashes
- Vomiting/ diarrhea (must be no longer vomiting or experiencing diarrhea for 24 hours before returning to school)
- Fainting spells
- Impetigo
- Scabies

- Ringworm
- Strep throat (must have had antibiotic treatment and fever-free for 24 hours before returning to school)
- Red-inflamed eyes/ Pink eye (must have had medical treatment for 24 hours before returning to school)
- Head Lice (exclusion until effective appropriate treatment has been initiated, no live lice can be seen and examined by office personnel)
- Chicken Pox
- Other common childhood diseases

We recommend practices and procedures outlined by the Missouri Department of Elementary and Secondary Education and Osage County Health Department. At the principal's discretion, a physician's approval may be required before a child is allowed to return to the classroom.

Computer and Internet Use

(Board Policy 6320)

All students in grades 6 - 12 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. This can be found in the student handbook.

College Days

It is important for students planning to pursue education beyond high school to have the opportunity to explore and tour institutions of higher learning. Prior to taking a college day, a student must obtain a college visit field trip permission form from the counselor's office and have this form signed by the school counselor, parent, and teachers before the day of the visit. The form must be signed by a college or military representative on the date of the visit. Students must then return the form to the office after the college visit has taken place in order for the absence to be counted as a college day and an excused absence. Juniors will be allowed 1 college visit day. Seniors will be allowed 3 college visit days. If more days are required, students must get approval from the principal.

College Representatives

Throughout the school year, representatives from colleges, universities, and technical schools will schedule appointments to meet students and supply them with information about their institutions. Students will be notified about scheduled visits via the school announcements.

Counseling Information

(Board Policy 2785)

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 school counselor assists and works closely with parents, teachers, staff, administrators, and members of the community.

The fundamental goal of a school counselor is to enable all students to succeed to the best of their abilities. The school 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.

The guidance office has a library containing information on colleges, universities, technical schools, various careers, self-development, problem-solving, study guides for the ACT and SAT, and a variety of other topics. Students may check out study guides and other informational materials.

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

Credit Recovery

Osage County R-2 uses *Launch* for our credit recovery program. This program also allows students to take coursework online. Students taking correspondence credit will be graded on a pass/fail scale unless fulfilling a graduation requirement or are considered full-time student. **Credit recovery can only be done during the school day of the student's Junior and Senior year.** Freshmen and sophomores can complete credit recovery during the summer or in summer school. **Students will only be allowed to earn 1.5 credits through *Launch* credit recovery and only a .5 credit per subject area.** A student must complete the course within the semester in order to earn credit.

Daily Schedule

High School/Middle School

1st Hour	7:45 – 8:42
2nd Hour	8:46 - 9:43
3rd Hour	9:47 – 10:44
4th Hour	10:48 – 11:45

Lunch

6th, 7th, 8th, 9th	11:45 - 12:10
10th, 11th, 12th	12:15 - 12:40

5th Hour	11:45 - 1:11
6th Hour	1:15 - 2:12
7th Hour	2:16 - 3:13
Wildcat Time	3:17 - 3:45

Dances

Dances and other school activities must be supervised by the organizational sponsors. All dances must be approved by the principal and placed on the school calendar in advance of the event. All attendees must be under 21. Students attending high school dances must be in at least 9th grade. Guests from other schools must be approved by the administration **five days** before the dance.

To attend dances you must:

- Have no more than 4 absences per quarter.
- No F's that quarter.
- No more than 2 officer referrals per quarter.
- No OSS during the school year.
- Class and any required Club Dues must be paid.
- Virtual students are not eligible to attend school-sponsored dances.
- Early graduates are not eligible to attend school-sponsored dances unless invited by an attending student.
- Must purchase a ticket if required.

Prom - Seniors Only

- No OSS during the school year.
- Underclassmen must follow previous dance requirements.

Students may not be admitted to the dance if they arrive later than one hour after the scheduled start time. No one will gain re-admittance once leaving the dance. All school rules apply to all extra-curricular activities.

Detention & Extended Instruction

Lunch)/ Zero Hour/After School Detention

Students will be assigned a date for the detention by the office, in accordance with the discipline policy. The office will only reschedule detention with a parent phone call to the principal and a valid reason.

- Students must bring homework or a book to read. Failure to do so may result in the student being assigned additional detention. This is done at the discretion of the supervisor in charge of the detention period.
- Talking is not allowed in detention. Talking during detention will result in the student being assigned additional detention. This is done at the discretion of the supervisor in charge of the detention period.
- There will be no electronic devices used during detention.
- The detention may be for disciplinary or academic reasons.

Lunch detention: Lunch detention will be served during a student's lunch. The student will get their lunch tray and take it to the Online/ISS classroom. They will sit silently eating their lunch or working on homework for the entire lunch period. When the bell rings they are free to go.

Zero-Hour Detention: Detention begins at 7:15 a.m. and runs till 7:40. Students should report to the office when they get to school. Parents must drop students off at school.

After-School Detention: Detention will be from 3:45 p.m. until 4:15 p.m. Students should report to the office when the last bell rings. Parents will be expected to pick the student up after detention is complete.

Athletic practices, games, jobs, academic and/or music competitions etc., will not be a valid reason to reschedule a detention.

Directory Information

(Board Policy 1610)

The Osage County R-II School District will release "Directory Information" concerning students. This will include the student's name, parent name, address, email address, participation in officially recognized extra-curricular activities, height, and weight of members of athletic teams, dates of attendance, awards, photographs, and other similar information. Pursuant to federal law, military recruiters may request and receive the names, addresses, and telephone numbers of all high school students. The policy will be followed unless the district is notified not to release this information.

Discipline Philosophy/Policy

Mission: Empowering students to be lifelong learners, leaders, and productive citizens.

Vision: A community collaborating to develop students' potential for personal growth, leadership, and greater success.

Discipline Philosophy:

The Linn R-II School District is a place where children, parents, and educators work together to create an atmosphere that encourages and promotes learning. Effective discipline comes from the belief that teaching students to take responsibility for their behavior is more important than simply enforcing the rules. Educators at Linn High School/Middle School promote and implement a positive discipline plan that identifies and teaches behaviors allowing students to become effective lifelong learners, leaders, and productive citizens. Each child is responsible for his or her own behavior choices. With the exception of students who truly represent a substantial threat to school safety, our discipline philosophy will strive for student success by supporting learning climates that keep kids in the classroom.

Good discipline is essential for learning and should be based upon mutual respect for the rights and property of others, respect for those placed in positions of authority, and respect for fellow students. No one will be allowed to jeopardize the health, safety, or learning environment of a fellow student. We expect our students to show proper behavior at all times at school, in the cafeteria, on school-sponsored activities, and on the way to and from school. Our goal with discipline is to allow personal growth, leadership, and greater success for all students in the Linn R-II School District.

Each student must take responsibility to:

1. Follow all staff directions the first time given.
2. Respect the property and ideas of others.
3. Interact with others without threats, insults, put-downs, or rude gestures.
4. Strive to find success in all aspects of the educational process.
5. Study diligently and maintain the best possible level of academic achievement.
6. Know and adhere to rules and regulations established by the Osage County R-II School Board of Education and implemented by school administrators and teachers.
7. Respect the human dignity and worth of every individual.
8. Refrain from libel, slanderous remarks, and obscenity in verbal, nonverbal, and written expressions.
9. Be punctual and present in the regular school program.
10. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety (see Dress Code).
11. Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
12. Refrain from disobedience, misconduct, or other behavior which could lead to an individual's physical harm or to the disruption of the educational process.

13. Respect the reasonable exercise of authority by school administrators, teachers, and staff in maintaining a discipline of the school and at school-sponsored activities.

Students who choose to follow the rules and expectations are recognized positively and those who choose to disobey rules face consequences. The severity of the consequences is based upon the severity and/or frequency of the rule infractions.

Parent Responsibility:

It takes a partnership between school and home for students to be successful. We encourage all parents to be part of the learning process as well as help develop their students into quality citizens in our community.

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 a fashion that will not disrupt classroom procedures.
4. Be sure your student is in as good health as possible.
5. Guide your student from the earliest years to develop socially acceptable standards of behavior, exercise self-control, and 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 respect for honest work and an interest in exploring broader fields of knowledge.
8. Become acquainted with your student's school, its 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 when 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.

Discipline: Classroom

Everyone (educators, students, parents) is responsible for creating and maintaining a classroom environment conducive to learning. Success in discipline is a collaborative effort by all. We expect our students to conduct themselves at all times in a manner bringing credit to themselves, their parents, and our school.

Each teacher has a system of positive reinforcement and a plan developed for acknowledging appropriate behavior. No student has the right to interfere with the learning or safety of other students. Every teacher has a plan for misbehavior in the classroom. Every effort will be made by the educator in the classroom to provide supportive learning climates through a multitude of classroom management techniques. When those techniques have been exhausted, a discipline referral will be issued.

Discipline Referral

A teacher or other staff member may refer a student to the office for disciplinary action. For behaviors occurring inside the

classroom, the teacher or staff member will follow the classroom discipline plan, in accordance with school policy, with step consequences. Students and parents will be informed of this plan at the beginning of the year.

Upon receiving a referral, the Principal will discuss the incident with the student. The student will be allowed to tell his or her side of the story. In all cases, the parent will be contacted by the teacher and principal within 24 hours of the referral. The student will be assigned appropriate consequences in accordance with the discipline policy of the school district.

Chain of Command Process:

(Board Policy 1480)

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.

The District works cooperatively with police and will notify police when a crime occurs on school property.

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.

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. The 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.

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 an 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 that if committed by an adult would be a 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.

Searches:

School lockers, desks, computers, and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

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 and remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances.

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

Refer to Board Policy 2150 for the complete 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. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Confidentiality:

(Board Policy 2400)

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 ensuring 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, and 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. The District can discipline student(s) for any action that is disruptive to the school environment whether it occurs on or off school property.

Discipline Hearings:

The Board of Education may originate student discipline hearings upon the 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.

For specific discipline issues, see Appendix 1.

District Policy Manual

A copy of the policy manual is located on the district website under board policies or a hard copy is located in the Superintendent's office.

Dress Code

(Board Policy 2651)

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 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. Undergarments are not to show.
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 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. Two inches can also be measured as two adult fingers.
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 skirt should be at the longest fingertip with arms hanging at the individual's sides.
10. Students are expected to observe good grooming and personal hygiene while at school and at school-sponsored activities.
11. 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.

Driving/Parking on School Property

(Board Policy 2650)

Students must park in designated parking areas and secure their cars by rolling up all windows and locking the doors immediately upon arriving on the school property. Students must park in the lower parking lot. The school district is not responsible for cars in the parking lot. Parking in the student lot will require a valid driver's license and proof of vehicle insurance at the time of registration and the registration form must be complete before a parking permit will be issued. **There will be a charge for the permit tag of \$5.00. Loss of tag will result in an additional charge of \$5.**

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

Students who drive cars to school must park them upon arrival and enter the school building immediately.

Students will not be allowed to ride or sit in a car during the day without permission from the administration. Students are not allowed to leave their car and then return to their car without office permission. Students driving vehicles to and from school are required to use the designated student parking lot. Students will not park in front of the Ag/Art building. All students driving cars are to exit by the east driveway only.

Students leaving school property in their automobile during regular school hours without administrative approval will lose driving/parking privileges for up to fifteen (15) school days and be disciplined according to school policy.

Driving on school property carelessly or without due caution will result in the student losing parking privileges and being disciplined according to the district policy.

Dual Credit

Some upper-level classes have met the criteria to be classified as dual credit. Students enrolled in these classes may elect to pay a tuition fee to the designated university/college and enroll as an off-campus student. By doing so, they may receive college credit for that class at the same time they are receiving high school credit.

Osage County R-II School District has dual credit agreements with various colleges. The cost of each individual class depends on the individual school's cost per credit hour and how many credit hours the class is worth. The dual credit teacher will handle all paperwork for the course. It is the responsibility of the student to check to see if a particular dual credit class will be accepted by the college the student plans to attend. Additionally, some colleges require a one-time initial enrollment fee. Some dual credit classes may require a minimum grade for a student to receive credit.

To be eligible to take a dual credit class, students must meet the requirements of the designated university/college. They must also get permission from the dual credit teacher and the school counselor.

Educational Needs

(Board Policy 1621)

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

Early Graduation

(Board Policy 2540)

The Missouri State Board of Education and the Osage County R-II School Board of Education recommend that students attend high school for eight (8) full semesters. Students may apply to graduate at the end of the seventh (7th) semester of high school under the following conditions for early graduation:

1. The student has fulfilled all course and credit requirements for graduation. The student must have completed 24 units of credit.
2. The student must also agree to complete any tests (TSAs, EOCs, etc.), which are a graduation requirement, even if that means returning in the spring to take the test(s).

3. The student must meet with the principal, advisor, and school counselor to explain the request.
4. **Early graduates will not be allowed to attend senior activities, dances, participate in sports or be court candidates for dances after graduating.**
7. Application for early graduation shall be made to the high school principal by a written request from the parents/guardians and student no later than November 1 of the year the student plans to graduate. This letter will be presented by the principal to the Board of Education for approval upon recommendation from the superintendent.

Electronic Devices

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

Misuse of these devices will be handled through the school discipline code. All electronic devices should be used in strict compliance and are subject to the school discipline policy and should only contain school-appropriate content, pictures, lyrics, and other materials. If a student possesses inappropriate electronic pictures or texts, the district will consider it the same as hard-copy possession. Inappropriate material towards staff and students that is created outside of school but is shared by students in school will be subject to disciplinary action.

The school district will not be responsible for lost or stolen electronic devices.

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. It is essential that students be orderly and cooperative when a drill is in progress.

Earthquake ~

If indoors:

- Stay inside.
- Move away from windows, shelves, and heavy objects or furniture that may fall.
- Take cover next to a desk or solid object and cover your head with your hands.
- In hallways, stairways, or other areas where no cover is available, move to an interior wall. Turn away from windows, sit with back to the wall, head covered with hands.
- In the library, immediately move away from windows and bookshelves and take appropriate cover.
- In laboratories and kitchens, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.
- Be silent. Listen for evacuation instructions.

If outdoors:

- Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground. Keep alert to be aware of dangers that may demand movement.

On the school bus or in a car:

- Stop the bus/car away from power lines, bridges, overpasses, or buildings.
- Students should remain in their seats and hold on.

After an earthquake:

- In the event of an actual earthquake, building evacuation takes place after the ground stops shaking.
- When evacuating, gather at the fire drill evacuation site. If further evacuation is needed we will gather on the grass inside the track.

Emergency evacuation ~

- If the need to evacuate the building occurs during a passing period, report to the area/classroom of your previous class hour teacher.
- If the need to evacuate the building occurs during your lunch shift, report to your previous hour teacher at the designated area outside the building.

Fire ~

- The signal for a fire drill will be the continuous sounding of the horn over the intercom.
- When the signal sounds, the teacher will instruct students to leave by the nearest exit.
- Be calm.
- Leave quietly without pushing or crowding, and go far enough away from the building so those behind you will not be crowded.
- Re-enter the building at the bell or a signal from the administration and return to your classes.

Intruder Alert ~

- An announcement will be made over the P.A. system if an intruder is in the building. Any students not in a classroom should move quickly to the closest classroom.
- Classroom doors will be locked and blinds will be closed and windows covered. Students should follow all instructions given by school personnel or emergency responders during an active intruder alert.
- If the school is notified of a dangerous situation in the community, the school will go on lockdown until notified that all is clear.
- Doors to the building will be locked.
- Every precaution will be made to keep students safe.

Tornado ~

- Each teacher will go to the door.
- Teacher will lead his/her class quietly and quickly to the basement of the Fieldhouse (currently the Middle School).
- Students file quietly into the classrooms in the middle school and line up along the walls.
- Students and teachers will sit with their back to the wall, heads covered with hands. Hold this position until further instructed.
- Students are to remain absolutely quiet so further instructions can be heard.
- Avoid any position opposite a window/door leading outside because of the danger of broken glass.
- An announcement will be made at the end of the drill.

Emergency School Closing

On occasion, inclement weather will cause the school to be canceled or dismissed early. Such cancellations/dismissals will be announced on the following radio/TV stations.

KCLR	99.3 FM	Channel 8 (KMOU)
KPLA	101.5 FM	Channel 13 (KRCC)
KLIK	104.1 FM	Channel 17 (KMIZ)

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. Please look up our website for text caster alerts.

Equal Opportunity

(Board Policy 1300)

The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin.

The District's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender, or national origin.

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) .

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 a 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.

Faculty Workroom

Students are NOT allowed in the faculty workroom before, during, or after school. Students may not buy soda or have anyone buy them soda from the faculty workroom machines. Students may not print in the workroom or pick up anything from the printer in the workroom.

Field Trips

Field trips can be a valuable part of the educational experience. Field trips are only allowed to be taken if it can be tied to the curriculum standards in the classroom. Students on field trips represent Linn Middle / High School and the Linn community and are expected to conduct themselves in a proper manner according to school rules. Students attending field trips must make the following arrangements:

All Field Trips

- Have a field trip form completed, signed by a parent/guardian, and turned in TWO (2) days prior to the field trip, or attendance will be refused.

High School Field Trips - Course Specific

- Have all prior assignments completed for the classes to be missed. **Failure to follow the directions given by the instructor for turning in missed assignments while on a school activity will result in zero credit for the assignment given.**

Club/Activity Field Trips

- Have no more than 4 absences per quarter.
- No F's that quarter.
- No more than 2 officer referrals per quarter.
- No OSS during the school year.

Field Trip Volunteers: Any parent that wishes to attend field trips must complete a fingerprint background check prior to the field trip. Please remember that these do take time to process. You need to complete the check at least one week before the trip. Contact the office for more information and the fingerprint form.

Finals Policy / (End of Course & Semester Exams)

All students are required to take semester finals, during finals week. Students will not be allowed to take finals early. For high school finals, the State Mandated End of Course Exam (EOC) will constitute 10% of the final grade for the semester, and the final exam will also be 10%.

High school students may earn an exemption from taking finals by meeting the following criteria:

- Have an A (at least 95%) in the class
- No office referrals for discipline

All students will take the required state-mandated exams. The EOC exam will not be the final exam.

Foreign Exchange Student

First the student will choose an approved foreign exchange student program abroad. Second, the principal, counselor, parents, and student will need to meet to discuss plans for the exchange. The Osage County R-II School District will not recognize credits earned from a foreign exchange program unless they are submitted by the attending school in the form of an English transcript. The student should know that forfeiture of class ranking for graduation will occur when participating in a foreign exchange program.

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 fundraising activity which involves students or employees shall require the approval of the building principal. No individual candy/item sales may take place by students for their own personal gains. All money raised must be deposited through the school. Students may not fundraise individually.

Grading Policy

Classroom Grading Policy:

- Students' grades for each course will be determined by using 70% Tests/Assessments and 30% Homework.

Grading Policy For Extracurricular Activities/Sports:

- Any student, 6-12th grade that participates in extracurricular activities/sports will follow the MSHSAA By-Law 2.3 Academic Requirements and the Osage County R-II grading policy.
 - --The MSHSAA By-Law 2.3 is stated in the Athletic Handbook for this is only for 9-12 grade students that participate in MSHSAA activities/sports.
 - --The Osage County R-II grading policy has been set in place to assist students that need additional help in academics. During the grading cycle if a student receives a "F" in any class they will be considered a student that needs additional help with academics.
- 1st Offense (Code 1)- Student receives an "F" during a grading cycle, they will be put on probation. The student will be allowed to participate in practices, games, and/or competitions during the grading cycle. **During the grading cycle, they will attend after-school tutoring till 4:30 pm every Tuesday and Thursday. Students with two or more F's will be ineligible during that grading cycle.**
- Subsequent Offenses (Code 2)- Student receives an "F" during a grading cycle, they will be suspended for games/competitions for the grading cycle. During the grading cycle, they will attend after-school tutoring till **4:30 pm** every Tuesday and Thursday. The student will still be allowed to participate in practices.
- Student, parent, and sponsor/coach will be contacted by the Assistant Principal/Athletic Director. The parent will also be contacted by the teacher.
- Grade policy checks are taken every 3 weeks on a Friday. The probation or suspension will run for 3 weeks, starting on the Monday following the grading cycle.
- If the activity/sports bus leaves before the tutoring time is finished, prior arrangements must be made with the Principal/ Athletic Director.

Grade Reports

Progress and Quarterly grade reports will be distributed to parents by email accounts every 4 weeks. Parents/guardians are urged to call the office if the grade report is not received. It is the district's intention for parents to know about their child's progress on a regular basis.

Report cards may be withheld for reasons such as unpaid bills, damages, missing books, missing equipment, and missing library books and fines. 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

Grade point averages will be carried to three decimal places for standard grade reporting. In determining class rank, the grade point average will be carried to as many decimal places as necessary.

Standard Grading Scale:

95-100.....A	4.00
90-94.....A-	3.67
87-89.....B+	3.33
84-86.....B	3.00
80-83.....B-	2.67
77-79.....C+	2.33
74-76.....C	2.00
70-73.....C-	1.67
67-69.....D+	1.33
64-66.....D	1.00
60-63.....D-	.67
0-59.....F	00

Graduation Requirements

(Board Policy 2525)

The Osage County R-II Board of Education has established the following requirements to graduate from Linn High School:

1. Attend a minimum of eight semesters during grades 9-12. Exceptions to this requirement are described under the section "Early Graduation."
2. Complete a total of 24 units of credit including the following course requirements:
 - 4 units of Language Arts
 - 3 units of Social Studies
 - 3 units of Mathematics
 - 3 units of Science
 - 1 unit of Fine Arts
 - 1 unit of Practical Arts
 - 1 unit of Physical Education
 - ½ unit of Health
 - ½ unit of Personal Finance
 - 7 units of electives
 - Pass the Missouri and United States Constitution tests in high school
 - Pass a 100 Question Civics test
 - Receive a CPR/First Aid Class
 - Take the required End of Course tests

3. Correspondence Credit:

Students may also be awarded credit for satisfactorily completed coursework from accredited institutions. In addition, the district may offer virtual courses that could take place outside of a district facility. Students and their parents/guardians should consult with the school counselor to determine whether satisfactory completion of such work is eligible for the award of district credit. This discussion should occur prior to enrollment in such programs.

Students taking correspondence credit will be graded on a pass/fail scale unless fulfilling a graduation requirement or are considered full-time student.

4. General Information:

- All freshmen (9th grade) will enroll in Language Arts I, American History, Physical Science, mathematics, and Physical Education plus electives for which they are eligible.
- All sophomores (10th grade) will enroll in Language Arts II, Biology, Mathematics, and Government, plus electives for which they are eligible.
- All juniors and seniors will choose required courses in language arts, science, math, and social studies plus electives for which they are eligible.
- A student may not be enrolled in a whole year of Language Arts I and Language Arts II or Language Arts II and Language Arts III at the same time. If only one (1) semester of language arts was failed, a student may take that semester and the next level simultaneously.
- Students may take band, chorus, and physical education for credit every year.
- Summer school credit will not figure into the grade point average and will be recorded using the pass/fail grading system.
- Students are encouraged to develop a four-year plan with the help of their parents and the school counselor. It is also important for students to thoroughly read and understand the requirements for graduation and to review their own progress on a regular basis.

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.

Hall Passes

Students are expected to stay in their classroom during class periods. At times, students may need to leave class. To leave class students must acquire a hall pass. E-Hall Pass will be the online system used for students to enter the hallways during class periods. Students must request a pass through the system and have it approved by their teacher before they can enter the hallway. Each student will be allowed 3 passes during class periods per day. This does not include passing time. Once a student has used their passes for the day they will not be allowed to leave class. Students must take their Chromebook with them to the location they are heading. Students must go from their classroom to the location they have requested and not wander around the hallways. Any student found in the hallways without a hall pass, wandering the halls, or in an unapproved location will have disciplinary action.

Health Screenings and Policies

(Board Policy 2750/2835)

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 3100. **All assignments will be accessible through Google Classroom.** Book or paper 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 a pick-up for the next day.

Honor Roll/Awards

In order to recognize outstanding academic achievement, an honor roll will be published at the end of each semester. Students named to the Honor Roll with Distinction will have earned a 3.67-grade point average with no grade lower than A-.

Students named to the School Honor Roll will have earned at least a 3.33-grade point average with no grade lower than a C at the reporting period.

Human Sexuality: State Mandated Curriculum

(Board Policy 6116)

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

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity as the preferred choice of behavior;
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papillomavirus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.

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

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction. The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

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 immunization is received by the school district.

In-School Suspension

(Board Policy 2661)

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. Assignments will be turned in by the student upon returning to the classroom.
3. *Reporting to ISS:* Students assigned to ISS will be required to report to the office upon arrival at school on the assigned day. The ISS teacher will escort the student from the office to the ISS room.
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.
5. *Class Assignments:* Students will be required to finish the lesson assignments to the satisfaction of the ISS instructor. 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.

Job Shadowing

High school junior students will be allowed to job shadow for one (1) school day. A student who is job shadowing should spend the day at a business or organization related to the career interest. One (1) job shadowing day will be considered a field trip and will not count as a school absence if scheduled through the school counselor.

King/Queen Candidates

To be nominated for King/Queen/Prince/Princess Candidate you must:

- Not be a previous winner of King/Queen/Prince/Princess
- Have no more than 4 absences per quarter.
- No F's that quarter.
- No more than 2 officer referrals per quarter.
- No OSS during the school year.
- Class Dues must be paid.
- Virtual students are not eligible.
- Early graduates are not eligible.

Late Work Policy

When students are assigned classwork, they will be given a date when the assignment is due. If students do not turn the assignment in on the due date, it will then be considered late. Students can still turn the assignment in until the test for the unit is taken. They will receive 25% off their grade for the assignment for it being late. Once the unit test is taken, all assignments that have not been completed will be a zero.

Library/Media Center

Students are allowed to check out 4 books for 3 weeks. After that time, books can be renewed for another three (3) weeks. A student will be fined ten cents per day for every day that the book is overdue. Overdue notices will be handed out on a regular basis. If a book is lost or is returned in poor condition, the book must be paid for in order for the student to receive his or her report card at the end of the semester. The replacement cost will be charged for all lost or damaged items.

Lockers

Lockers are provided for the convenience of the students. Students are strongly encouraged to have either combination locks or key locks for their locker. If students bring their own lock, they must give the combination or the spare key to the office with proper identification. Students may not keep food or drink in their lockers over a period of time. Lockers are the property of Osage County R-II School District. The district reserves the right to assign, reassign, or terminate the use of lockers at any time. Lockers may be searched with or without the permission of the student. The district will not be responsible for lost or stolen items.

Lost and Found

In order to guard against loss, do not bring items of unusual value to the school. Label all possessions with the owner's name and address. A lost and found box is located outside the teacher's workroom. 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 for two days will be allowed two days to complete and turn in make-up work. When a test or assignment is 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

(Board Policy 2870)

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 the medication, exact dose, time to be administered, and the reason for administering the medication.

Non-prescription medication must be in the original 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 for any questions.

Military

General information regarding all branches of the military service is available in the guidance office. Additionally, representatives from the various branches of the armed services visit the school several times throughout the year. Seniors may use their college days to do armed services testing or meet with a recruiter.

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 for more information.

Missouri State High School Activities Association

Interscholastic activities are an integral part, which complements the secondary curricular program. This program shall provide educational and social experiences for the students and school community that result in positive learner outcomes contributing to the development of good citizenship, sportsmanship, and equitable competition. Participation in activities is a valuable educational experience and should not be looked upon as a reward for academic success.

The Missouri State High School Activities Association requires that a student earns, the preceding semester of attendance, a minimum of three (3) units of credit or have earned credit of 80% of the maximum allowable credits which may be earned, whichever is greater.

Students failing to earn three (3) units of credit or 80% of the maximum allowable credits will be ineligible for all MSHSAA contests and performances for the following semester.

All Osage County R-II School District employees responsible for MSHSAA-sponsored activities will review the rules and regulations prior to the season or activity. The Missouri State High School Activities Association website can be found at www.mshsaa.org. For more information, please review the LHS/LMS Athletic / Activity Handbook.

Nondiscrimination and Student Rights

(Board Policy 2100)

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation, or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional, and social growth through participation in a full range of educational programs and activities. Board and staff commitments ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures, and student support services.

Nurse

The school nurse is given the authority to send a student home. She is also able to determine if a student is well enough to stay at school. Students will not be sent home until they have been seen by the nurse. **If a student texts his/her parents to pick them up due to illness and has not been seen by the nurse, this will be considered an unexcused absence until it is verified by a doctor.** If a student is being sent home, the nurse will call the parent to come pick up the child.

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. At the beginning of each school year, each class is organized and assigned advisors. Each class elects a president, vice president, secretary, and treasurer. Each person elected to office is allowed to hold only one office in any election. In order to hold an office:

- Attendance is mandatory at all events, unless excused by the advisor.
- No Office Referrals
- Dues must be paid
- No F's the previous year. If the officer receives an F during their term they are put on probation the rest of the year. If the student still has an F at the end of the year they cannot be an officer the following year.
- Must have attended Linn High School for at least one semester.
- Follow sports guidelines for eligibility
- Senior Class Officers cannot be early graduates.
- Senior Class Officers must have attended Linn High School for at least one year.
- Senior Class Officers are very important because they are responsible not only for events that happen during their Senior Year but for planning reunions for years to come.

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 letter 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. Prohibition against suspended students being within 1,000 feet of school if the student committed an act of violence, drug-related activity, or specified offenses.

A student who is absent from school due to an out-of-school suspension will not have those suspension days counted toward the number of days absent. They are not considered unexcused absences. A student who has been suspended out-of-school will not be granted an extension for work missed during the suspension but will receive full credit for all missed work.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled twice, once 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.

Physical Exams

No student may participate in a performance, practice, or game until the physical exam and proof of insurance form have been received and verified by the high school office. Students are encouraged to use MSHSAA-approved physical forms. These forms are available at the office or may be printed from the MSHSAA website @ <http://www.mshsaa.org>. Sponsors and coaches are to determine from the physical exam form that all participants in their activity have been **approved** by a physician as being physically fit to participate; therefore, the exam form will be checked carefully for any restrictions the doctor may have placed on the student. Once the form has been checked by the coach/sponsor, a copy will be stored in the high school office to be kept as part of the individual student's health record.

Pledge of Allegiance

The Pledge of Allegiance will be recited in at least one scheduled class of every student no less than once a week.

Prohibition Against Illegal Discrimination and Harassment

(Board Policy

1300)

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.

Protection of Pupil Rights Amendment (PPRA)

(Board Policy 1610)

The PPRA applies to the programs and activities of a State educational agency (SEA), local educational agency (LEA), or other recipients 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)

Registration and Enrollment

Registration of classes for the next school year will be held in the spring. In August, students will receive class schedules, locker assignments, etc. The schedule of registration dates and other pertinent information will be announced in the local newspaper and on the district website at: <http://www.linn.k12.mo.us>.

Any student requesting admittance ten (10) or more days after the beginning of a semester will not be admitted for credit unless transferring from another school. Exceptions for special circumstances will be considered on an individual basis.

Schedule Changes

Much care is taken in the spring to explain course descriptions and prerequisites for the classes to be offered the following school year. Through proper planning on the part of the student, very few schedule changes will be necessary. Procedures that allow students to drop and/or add courses or otherwise amend their class schedule are designed for students whose academic programs can be enhanced by such a change. Changes will be based on a legitimate need and on an individual basis. Changes to schedules will only be allowed the first two days of the first semester with the approval of the counselor. All changes for the second semester must be completed before Winter Break with the approval of the counselor. Any changes made outside these set dates must be approved by the Principal.

Permanent Records

Each student has a permanent record file including school history, grades, standardized test scores, attendance history, and discipline record. It is this record that is the basis of recommendations made to other schools, colleges, armed services, and probable employers for many years to come. This record may be seen by students over 18 years of age, or parents of students under 18 years of age, by scheduling an appointment with the principal or school counselor.

Restrooms

Students should use the restroom during the four-minute passing time. Students issued an E-hall pass by a staff member should walk to the closest restroom from the classroom they are leaving. The locker rooms are for use only during physical education periods. Students are not permitted to enter the locker rooms except during their scheduled physical education class.

Retake Policy on Tests

To encourage mastery of standards, students are allowed to retake any test or assessment if they receive an unsatisfactory grade of 69% or below. To retake a test, students must have all homework completed and turned in before the original test. The retake test will be in the same format as the original test but can be different questions. Retakes must be taken within one week after tests are graded and reported. The time of the retake is at teacher's discretion. The highest score you can receive on a retake is 70%. Finals **CANNOT** be retaken. Dual Credit courses will follow test policies by the cooperating school and teacher. These courses may not be allowed to have retakes on tests.

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, the 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 practicable, 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

Scholarship Information

Scholarship information is made available to students in a variety of ways. Scholarships that are specific or arrive after the first notification are put in the school announcements. Extra copies of blank scholarship applications are kept in the school counselor's office. It is the responsibility of each student to read scholarship applications for qualifications, due dates and other pertinent information.

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 the 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 the 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, school 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 an 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 an 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.

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 service director. 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. Information concerning special services should be directed to the Special Education Director at the school.

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.

Students with Disabilities

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, 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 an 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 by selecting the link on the district website, or by contacting the Special Education Coordinator to arrange an appointment to view a copy of the plan.

This notice will be provided in native languages as appropriate

Contact:

Special Education Coordinator

Osage Co. R-II Schools

573-897-4200 Ext: 3318

Student 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, materials of a disruptive nature, stolen properties, weapons, or 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 and 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.

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

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.

Tardiness

A student is tardy when he/she is not in the classroom when the bell rings. The teacher may set a more stringent policy if he or she so desires. A student is also required to have their Chromebook that is charged, pencil/pen, paper, textbooks, and other materials as necessary for class. If a student does not have the necessary items when arriving at the classroom, he/she can be given a tardy. Tardiness will be recorded on a semester basis. More than one (1) tardy can occur in one (1) school day and will be counted separately.

Tardiness will be recorded each semester for those classes that restart at the semester. Wildcat Time is considered a class, and attendance will be counted and tardies marked.

Students arriving late to school without a parent phone call or verified excuse will be counted as tardy by the attendance secretary to first period if arrival occurs before the midpoint of the class period. If a student arrives after the midpoint, he/she will be counted as absent for first period. Teachers may record a tardy during the hour if a student comes unprepared to class and needs to return to the lockers. The office will not write excuses for students who are late to school or who are late going from one class to the next.

Individual teachers handle tardiness to classes/Wildcat Time/detention/tutoring for periods 2-7 and will give the student a warning after the first tardy to a class/detention/tutoring.

Telephone

Students may use the office phone with permission only between classes or at lunch. Students are not permitted to use the telephones in the classrooms.

Students cannot make phone calls in the hallways or classrooms on their cell phones. If a student needs to make a call, they need to come to the office to make the call.

Termination of School-Sponsored Activities

School activities will terminate at 11:00 p.m. Announcements will be made if situations warrant later hours.

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 and 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 the 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.

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>

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 safekeeping. 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 a visitor badge upon entering the building. Trespassers will be prosecuted. Due to the disruption of the educational process, visitors, siblings, relatives or friends may not accompany the students to class during the school day.

Wildcat Time

Wildcat Time will be held from 3:12 - 3:45 each day. Students will be assigned a Wildcat Time teacher. The students will stay in the same Wildcat Time group of students each year of school. This allows them to build relationships with the teacher as well as their peers. Wildcat Time will be used for study hall to complete homework assignments and for teachers to pull small groups of students to reteach content. Teachers will also monitor students' grades and assignments, giving support to their Wildcat Time students as needed.

APPENDIX 1 (Discipline)

The list of offenses is not exhaustive and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property. Consequences may be increased or decreased depending on the circumstances. The district works cooperatively with law enforcement officials and will notify them when a crime occurs on school property. The step discipline process will be used to preserve academic instruction and promote alternatives to inappropriate behavior.

Academic Dishonesty

Cheating by physically copying another student's homework, quiz, or test, or enabling someone else to do so will not be tolerated. Academic dishonesty can also occur with the use of electronic devices such as cell phones, computers, Chromebooks, or other electronic devices. This behavior 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 for that work. Teachers may make a parent contact to report any such incident.

First Offense: Lunch Detention and zero on assignment or test; must complete assignment

Subsequent Offense: Zero Hour Detention, In-school suspension or out-of-school suspension and zero on assignment or test; must complete assignment

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. Threats of retaliation for reporting acts of bullying will not be tolerated and will be investigated and disciplined. 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.

Cyberbullying includes flaming, harassment, cyberstalking, denigration, impersonation, outing and trickery, exclusion, and cyber threats by message, text, Instagram, Facebook, or any other social media tool.

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/Hazing is prohibited on or off school property, including on a school bus, and may result in any or all of the listed consequences.

All Offenses: Possible consequences to a student for a violation of this policy includes Loss of privileges, classroom detention, conference with the teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contact.

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 has been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked depending on the severity of the infraction.

First Offense: Warning, Principal/student conference

Second Offense: 1 - 3 Days Bus Suspension

Subsequent Offense: 1 - 10 Days Bus Suspension, Loss of bus privileges for the remainder of the school year.

Careless Driving/ Parking on School Property

Student use of school property to park is a privilege, not a right, and can be suspended or revoked. Careless driving is defined as operating a motor vehicle on school property carelessly or without due caution so as to endanger a person or property.

First Offense: Warning, Principal/student conference

Second Offense: 1 - 3 Days loss of driving/parking privileges.

Subsequent Offense: 1 - 10 days loss of driving/parking privileges, Loss of driving/parking privileges for the remainder of the school year.

Students leaving school property in a personal vehicle during regular school hours without administrative approval will lose driving/parking privileges for up to fifteen (15) school days and a Zero Hour of Detention.

Cell Phones:

Cell phones are not allowed in the Middle School from 7:15 a.m. - 3:45 p.m. Cell phones are not allowed at the High School during class. If cell phones are seen or heard when prohibited, consequences will be assigned. These consequences will compound throughout the school year and will not reset each quarter or semester.

First Offense: Cell phone is confiscated and taken to the office for the remainder of the day. Students can collect their phone on their way out at the end of the day. Parents are contacted.

Second Offense: Zero Hour Detention. Cell phones are confiscated for the remainder of the day and parents must come to school to pick it up.

Third Offense: 1 Day of ISS, the Cell phone is confiscated for the remainder of the day and parents must come to school to pick it up.

Fourth Offense: 1 - 3 Days OSS. Cell phones are confiscated for the remainder of the day and parents must come to school to pick it up.

Fifth Offense: The student must check their phone at the office at the beginning of each day and are allowed to collect it at the end of the day. This will occur daily for the remainder of the school year.

Discipline Hearings:

The Board of Education may originate student discipline hearings upon the 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 written notice of the decision. This shall include Findings of Fact and Conclusions of Law.

Disrespectful Conduct or Speech

Verbal, written or symbolic language or gesture directed at a staff member which is rude, vulgar, defiant, or considered inappropriate to public settings. Based on severity:

First Offense: Principal/student conference and Zero Hour Detention, After School Detention, In-School Suspension

Subsequent Offense: After School Detention, In-School Suspension, 1-180 days out-of-school suspension or expulsion

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

Conduct, verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities, and school functions. Based on severity:

First Offense: Principal/student conference and Zero Hour Detention, After School Detention, In-School Suspension

Subsequent Offense: After School Detention, In-School Suspension, 1-180 days out-of-school suspension or expulsion

Dress Code Violation

First offense: Warning and have student change

Second offense: Zero Hour, the student must change, and a call to parents

Third offense: After School Detention, the student must change, and meeting with parents

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

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.

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

Drugs/Alcohol

Subsequent Offense: Expulsion

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, and notification to law enforcement officials.

Subsequent Offense: Expulsion and law enforcement notification

Electronic Devices

The unauthorized use of electronic devices (Cell phones, Bluetooth receivers (EarPods), headphones, mp3 players, personal laptops, etc.) during class time is a disruption of the educational atmosphere of the classroom. Also, if a student possesses inappropriate electronic pictures or texts, the district will consider it the same as hard-copy possession. Inappropriate material towards a staff member or student that is created outside of school but is shared by students in school will be subject to disciplinary action. Electronic violations may fall under several other codes of conduct violations.

First Offense: Warning (written referral to the office), Confiscation of the electronic device till the end of the day.

Second Offense: Confiscation, conference with principal, and Zero Hour Detention

Third offense: Confiscation, conference with principal and parent pick up of the phone, and Friday Night Detention.

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

Extortion

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

First Offense: Principal/student conference and After School Detention, In-School Suspension or 1-10 days Out-of-School Suspension

Subsequent Offense: In-School Suspension, 1-180 days Out-Of-School Suspension or expulsion

Failure to Serve Detention – If a student misses detention or does not follow detention protocol. Students are expected to be on time, follow instructions, act appropriately, stay awake, and not be on their phones.

First offense: Call home to parents, additional detention added.

Second offense: Call home to parents, In School Suspension.

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

Failure to Serve ISS – If a student misses ISS or does not follow ISS protocol. Students are expected to be on time, follow instructions, act appropriately, stay awake, and not be on their phones.

First offense: Call home to parents, 1 - 3 Days In School Suspension.

Second offense: Call home to parents, 3 - 5 Days In School Suspension.

Third offense: Meeting with parents,

Failure to Report: Failure to report misdoings and violations of others is considered an infraction. This happens when someone is aware that another student has committed a violation of school conduct or policy but fails to disclose it to the administration, teachers, or staff.

First offense: Call home to parents, additional ISS Day added.

Second offense: Call home to parents, 1 - 3 Out of School Suspension.

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

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 In-School Suspension, 1-180 days Out-Of-School Suspension or expulsion, and law enforcement notification

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

Fighting

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

First Offense: Principal/student conference In-School Suspension or 1-180 days Out-Of-School Suspension

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

Gambling:

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

First Offense: Principal/Student conference, Lunch Detention, After School Detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, After School Detention, In-school suspension, or 1-10 days out-of-school suspension

Indecent Exposure:

Indecent exposure is the deliberate public exposure by a person of a portion of their body in a manner contrary to local standards of appropriate behavior. This also includes exposing or attempting to expose a portion of another individual's body.

First Offense: 3 days out-of-school suspension.

Second Offense: 10 days out-of-school suspension.

Subsequent Offense: 11 - 180 Days of OSS or Hearing for Expulsion

Obscene Language

Use of words which describe sexual conduct and which, considered as a whole, appeal to the 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 and Lunch Detention, Zero Hour Detention, In-School Suspension or 1-10 days Out-Of-School Suspension

Subsequent Offense: Zero Hour Detention, After School Detention, In-School Suspension, 1-180 days Out-Of-School Suspension or expulsion

Public Display of Affection

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

First Offense: Principal/student conference and Lunch Detention, Zero Hour Detention, After School Detention, In-School Suspension or 1-180 days Out-Of-School Suspension

Subsequent Offense: Zero Hour Detention, After School Detention, In-School Suspension, 1-180 days Out-Of-School Suspension or expulsion

Sexual Harassment

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

First Offense: Principal/student conference and In-School Suspension, 1-180 days Out-Of-School Suspension or expulsion

Subsequent Offense: In-School Suspension, 1-180 days Out-Of-School Suspension or expulsion

b) Physical contact that is sexually harassing

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

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

Tardies

First offense: Teacher warning

Second offense: Teacher warning

Third offense: Office referral, Call home to parents, Lunch Detention

Fourth offense: Office referral, Call home to parents, Zero Hour Detention

Fifth offense: Office referral, Call home to parents, After School Detention

Six offense and beyond: One day of In-School Suspension, phone call home

Subsequent tardies will be handled at the discretion of the principal.

Theft

The physical removal of an object that is capable of being stolen without the consent of the owner and with the intention of depriving the owner of it permanently. This also includes possession or constructive possession of the object.

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

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

Threatening Language

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

First Offense: Principal/student conference, In-School Suspension or 1-180 days Out-Of-School Suspension

Subsequent Offense: 1-180 days Out-Of-School Suspension or expulsion

Tobacco/E Cigarettes**(Board Policy 2640/5250)**

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.

First Offense: Principal/student conference, In-School-Suspension or 1-10 days Out-Of-School Suspension.

Subsequent Offense: 1-10 days Out-Of-School Suspension or expulsion

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

First Offense: Principal/student conference, In-School-Suspension or 1-10 days Out-Of-School Suspension

Subsequent Offense: 1-10 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 17 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 and Zero Hour Detention, After School 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 Area

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

First Offense: Principal/student conference and Zero Hour Detention, After School 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 and After School 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: After School Detention, In School Suspension, 1-180 days Out-Of-School Suspension or expulsion and the student will make restitution of property

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

Weapons

a) Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g) (2) or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. All infractions will follow notification to law enforcement.

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

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

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. (571.010.9, RSMo)
3. Switchblade Knife: Any knife which has a blade that folds or closes into the handle or sheath, and
 - a. opens automatically by pressure applied to a button or other device located on the handle; or
 - b. opens or releases from the handle or sheath by the force of gravity or by the application of centrifugal force. (571.010.17 RSMo.);
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.).

APPENDIX 2- Technology Usage Regulations

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 that follows. 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 email 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 purposes 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 and audio/video streaming are 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 degrees 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 network. 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 the suspension of access and/or further disciplinary action as deemed necessary by the School District.

Last revised July 2016

APPENDIX 3: Hazardous Materials

(Board Policy 5210)

Hazardous materials of any kind are not to be brought to campus without the proper authorities being notified. 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.