



2021-2022  
**JUNIOR HIGH AND HIGH SCHOOL  
HANDBOOK**

The Osborn R-0 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

## TABLE OF CONTENTS

Board Members/Administration/High School Faculty	4
Enrollment Information	5
Bell Schedule/Building Hours	5
Late Start Schedule/Early Dismissal/Release of Students	5-6
Health Standards/Medication	6
Visitors/Parents	6-7
Lockers/Textbooks	7
Vocational School Guidelines	7-8
Grade Reporting	8
Weighted Classes	9
Requirements for Honor Roll	9
Remediation/Jr High Pass Policy	9
Grading Scale	9
Graduation Requirements/Special Considerations	10-12
High School Classification	12
Student Achievement	13
At Risk/Homebound	13
Electronic Device Policy/Telephone Use	13-14
Dress Code	14
Closed Lunch/Lunch Card/Cafeteria Guidelines	15-16
Testing Calendar	16
Disaster Information/Drills	16
Library Rules	16
Technology Usage	16-17
Bus Rules & Regulations	17
Student Vehicles	17-18
Attendance Requirements	18-19
Special Attendance Considerations	19
Make-up Work	19
Perfect Attendance/College Visits	20
Truancy/Tardies	20-21
Extra-Curricular Activities Attendance	21
Late Homework/ZAP	21-22
Discipline Philosophy	22
Detention/ISS	23
Disciplinary Actions	23-28
ADA Accessibility/Use of School Facilities	28
Character Education	28
Right of Appeal/Grievances	29
Civil Rights/Equal Opportunity	29-30
Discrimination/Harassment/Grievance Procedures	30
Grievance Form	31
Public Notice	32
Prosecution of Children/Juvenile Court Records/Disposition of Case	33-34
Parent Right to	34

Dyslexia Screening Plan	35
ESSA Complaint Procedure	36-38

### **EXTRA-CURRICULAR HANDBOOK**

Activities/Eligibility for Activities	38-40
Drug Possession/Use	40-41
School Issued Property/Uniforms/Etc.	41
Attendance at Practice	41
Unsportsmanlike conduct/Disrespect/Removal	41
Vandalism/Theft	41-42
Transportation for Extra-curricular	42
Investigation/Due Process/Appeals	42
Lettering Requirements	43
Varsity/Jr Varsity	43
Specific Extra-Curricular Information	43-44
Fundraisers	44-45
Admission Prices/Passes	45

#### **Board of Education**

Angie Phillips, President  
 Ashley Robinson, Vice President  
 Julie Dierenfeldt, Treasurer  
 Staci Perry, Director  
 Jamie Jackson, Director  
 Michael Meek, Director  
 Storm Thompson, Director  
 Jana Gibson, Board Secretary

#### **Administration**

Derek Brady, Superintendent  
 Ida Kemper, Principal  
 Nicole Messick, Counselor

Jana Gibson, Administrative Assistant/Bookkeeper  
 Ashley Beers, Administrative Assistant

#### **Mascot – Wildcat**

**School Colors – Green and Orange**

#### **Osborn School Song**

Oh Osborn High School, our hearts are loyal beating  
 To thee we'll ere be true  
 And though the years are swiftly fleeting  
 This fond wish we bring to you  
 That we will ever be staunch and faithful  
 Bringing tribute without fail  
 To our dear high school  
 Our dear old high school, we will hail, all hail

## Junior High and High School Faculty

Teacher	Subject Area	E-Mail
Ms. Ashley Price	Administrative Assistant	ashley.price@osbornwildcats.org
Mrs. Jana Gibson	Administrative Assistant/Bookkeeper	jana.gibson@osbornwildcats.org
Ms. Emma Crabb	Art	emma.crabb@osbornwildcats.org
Mrs. Ida Kemper	Principal	ida.kemper@osbornwildcats.org
Mrs. Deborah Burns	Business	deborah.burns@osbornwildcats.org
Mrs. Mindy Matter	English	mindy.matter@osbornwildcats.org
Ms. Iris Yee	Head Cook	iris.yee@osbornwildcats.org
Mrs. Ginger Crabb	Library   English	ginger.crabb@osbornwildcats.org
Mrs. Diana Burkhart	Math	diana.burkhart@osbornwildcats.org
Mrs. Rhonda Applegate	Music/Band	rhonda.applegate@osbornwildcats.org
Mrs. Lisa Cobb	Nurse	lisa.cobb@osbornwildcats.org
Mrs. Pam Swindler	Para-Professional	pam.swindler@osbornwildcats.org
Mr. Ryan Danner	PE/Health/In-House AD	ryan.danner@osbornwildcats.org
Mr. Derek Brady	Superintendent	derek.brady@osbornwildcats.org
Ms. Nicole Messick	Counselor	nicole.messick@osbornwildcats.org
Mr. Patrick Matter	Science	patrick.matter@osbornwildcats.org
Mr. Chad Faucett	Social Studies	chad.faucett@osbornwildcats.org
Mrs. Jennifer Powers	Special Education	jennifer.powers@osbornwildcats.org

### Parental Involvement

We encourage the parents to read and discuss the following pages of rules, regulations, and procedures with their children, our students. If any questions arise or any pertinent additions are found to be needed, please call 675-2217, we will be glad to assist you.

We also encourage parents to take an active part in education through assistance with programs or the establishment of new programs and activities. We also have an active Parent/Teacher Organization, (PTO) that acts as a liaison between community and school. To find out more about this organization, contact the school.

### Enrollment Information

To enroll in the Osborn School District, the enrollee must not be over twenty-one (21) years of age, must supply the district with a birth certificate, immunization records, social security number, and any aliases. The enrollee will have an emergency information card to complete, lunch program information, and a transfer sheet. If there is any change in any information about the student, please report the change to the office in writing ASAP. To attend Osborn Schools, you must reside in the Osborn School District or pay tuition to the district. The Osborn School adheres to the State of Missouri regulations regarding public school enrollment.

### Building Hours

Doors will be unlocked at 7:35 a.m. Classes begin at 8:00 a.m. and are dismissed at 3:30 p.m. Please do not get to school before 7:35 a.m. unless you are involved in a supervised activity. Students are not to loiter on school property before or after school. Upon dismissal of school, students should have transportation arranged to avoid “hanging-out” at school unless they are supervised by a sponsor.

### Morning Building Procedures

There will only be 2 doors open in the morning. The west elementary door will be open where the busses unload in the morning, and the main office door. All other doors will be locked before school. Please find one of these 2 doors to enter through. There will be a hall monitor at each end of the building. Students will drop their bags off at their lockers or classroom and then report to breakfast or the new gym for elementary students and old gym for the high school students.

### Bell Schedule

Only students participating in the current athletic season or physical education may drop their clothing/items off in the locker room before school.

7:35-7:55	Breakfast
8:00-8:55	1st Hour
8:58-9:53	2nd Hour
9:56-10:51	3rd Hour
10:54-11:49	4th Hour
11:52-12:15	Lunch
12:15-1:10	5th Hour
1:13-2:08	6th Hour
2:11-3:06	7th Hour
3:09-3:30	8th Hour (Seminar)
3:30	School Dismissed

### Late Start Schedule

There may be a time when Osborn elects to start the school day later than a normal day when certain weather conditions allow. Parents will be notified by SCHOOL REACH (and other sites listed below) preferably the night before. The busses will run the same route 2 hours later than normal and the building will be open at 9:35 for students. Please do not arrive before that time. Breakfast WILL NOT be served on late start days. Dismissal time remains the same and after school activities will be allowed. Any student in the building before 9:35 must report to the school cafeteria.

9:30	Students Arrive
10:00-10:41	1 <sup>st</sup> Hour
10:44-11:25	2 <sup>nd</sup> Hour
11:28-12:09	3 <sup>rd</sup> Hour/Elementary Lunch
12:11-12:31	Lunch
12:33-1:15	4 <sup>th</sup> Hour
1:18-2:00	5 <sup>th</sup> Hour
2:03-2:45	6 <sup>th</sup> Hour
2:48-3:45	7 <sup>th</sup> Hour

**Late Start Lunch Schedule**

Kindergarten	11:28 - 11:58
1st and 2nd Grade	11:33 - 12:03
3rd and 4th Grade	11:38 - 12:09
5th and 6th Grade	11:43 - 12:09
7th-12th Grade	12:11 - 12:31

**Early Dismissal/Release of Students**

If Osborn High School needs to dismiss early for any reason, parents will be notified via phone, text and/or email using SCHOOL MESSENGER. PLEASE LISTEN TO THE MESSAGE FROM THE SCHOOL BEFORE CONTACTING THE OFFICE. Notification of school closings will also be posted using the following: Television Stations: KQ 2, KMBC 9, KCTV 5, and FOX 4.

When school is dismissed for weather, non-mandatory practices can be held at the discretion of the coach and students may ONLY participate with parental permission.

If a student needs to leave school early, the parent should notify the office in a timely manner and the student must sign out in the office upon leaving the building. If the student returns before the end of the school day, they must go to the office and sign back in.

**Health Standards**

All students of the Osborn Public School shall meet the state immunization law. If any employee or student contracts a communicable disease, he or she will be required to stay away from school for the duration of the disease and will return as determined by a licensed physician. Our purpose is to provide a quality education in the least restrictive and healthy environment.

Students taking prescription medication should give that medication to the school nurse or office personnel for safekeeping. ONLY authorized personnel are allowed to dispense medication to students, either prescription or over-the-counter. Parents, when you send home medicines to the school nurse to administer to you child, please send written instructions – what the medicine is for, how much to administer, and how often. The nurse needs these written instructions for her records.

Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required.

**Visitors/Parents**

It is expected that all employees and students of the District will practice cordial manners and friendly public relations toward legitimate visitors in our building. Unauthorized visitors, however, shall be considered trespassers and are subject to arrest and prosecution.

Visitors must enter the building through the main entrance, go to the office to sign in and get a visitor's pass prior to going to classrooms. For student safety, any visitor/parent without an observable badge will be asked to go back to the office and get one. Parents are welcome to visit the school during specially planned activities and events. The school will send out information about activities open to parents and visitors. Please communicate with the classroom teacher if you plan to participate in the special activity.

Instructional time is reserved for focused learning and as such cannot accommodate visitors or guests. The Family Educational Right and Privacy Act (FERPA) prevents us from having visitors in the classroom during regular instructional time. If a parent or guardian needs to visit with a teacher, an appointment should be made so that the teacher's time is scheduled for a conference rather than a drop-by visit.

If a student from another school will be visiting, prior approval from the principal is needed for that student to be allowed in the building during school hours. These procedures provide for student safety and a disruption-free learning environment.

### **Parent and Community Volunteers**

The District encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students.

Individuals who assist our school on an uncompensated basis and who may periodically be left alone with students are considered "screened volunteers" under state statute. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; or chaperone students on overnight trips. Prior to being left alone with students at school or school activities, screened volunteers must have a clear criminal records check from the State Highway Patrol and Federal Bureau of Investigation. (Policy 1425)

### **Lockers**

Lockers will be available for storage of school materials, supplies, and necessary clothing only. If locks are placed on a locker, then a spare key or combination must be given to the principal in case of an emergency. STUDENTS SHOULD NOT BRING PERSONAL PROPERTY TO SCHOOL (Policy 2656). If you change lockers anytime during the year, you must notify the office.

Lockers are the property of the Osborn School District and may be accessed by school officials as deemed necessary. Students may attach photos and other easily removable pictures to the inside of locker doors, however, lewd or inappropriate photos, derogatory or demeaning phrases, alcohol or tobacco advertisement or other undesirable items will not be posted in lockers. No materials can be on the outside of the locker unless it is school related. Failure to remove unapproved materials can result in disciplinary actions and loss of locker privileges. Students must keep their materials in the assigned lockers. Any mistreatment of a school locker may result in loss of the privilege to use the locker and/or payment made to repair the damage.

Backpacks, drawstring bags, and purses will not be allowed in the classroom. The only time a student is allowed to use their backpack, drawstring bag, sports bags, etc. is when students are traveling to or from gym class. There are hooks provided at each set of lockers to hang coats, backpacks, purses, etc. If you would like your purse to be locked up while in school, take it to the office before the first hour and they will lock it up. Please keep the locker area clean and picked up. In addition, students must refrain from using the old and new gymnasiums as personal lockers or storage areas.

### **Textbooks**

Students will be furnished textbooks without a fee. It is each individual student's responsibility to take care of these books. At the end of the semester, school year, or when you withdraw from school, all books that were issued shall be returned. If books are lost or damaged, a fee will be assessed. Students are expected to write their names in their books on the identification label as soon as they have received them. Non-essential writing in books is prohibited.

## **ACADEMIC GUIDELINES FOR STUDENTS ATTENDING VOCATIONAL CLASSES AT OTHER SCHOOLS**

### **Hillyard Technical College**

The Osborn R-0 School District recognizes value in providing opportunities for student(s) to attend classes at other schools as other schools have the means for enhancing their education. It is our belief that when provided this opportunity the Osborn R-0 student(s) should have a solid academic record in their Osborn classes.

Therefore, the following guidelines are intended to focus on the student's overall success in education regardless of where the courses are taught and to guide them to successfully pass the courses leading toward their graduation.

The vocational classes are an additional cost of tuition and transportation to the Osborn R-0 School District. Students will apply online for Hillyard programs during the second semester of their sophomore year. A student's prior performance, behavior and the application will be reviewed to determine participation in the off campus courses and/ or programs. Students are expected to follow the attendance, activities, grade, graduation requirements and eligibility standards outlined in this handbook. Students must abide by the academic, discipline, and attendance rules of the area vocational school. Any student not meeting these standards may lose his/her privilege, based upon the findings of the review committee, to attend out of district classes and be required to return to classes at semester at Osborn R-0 School District.

1. Hillyard students are expected to follow the St. Joseph School District calendar, which includes attending Hillyard on days that Osborn R-0 is not in session. Students who miss more than 5 days of vocational classes will lose their privilege to attend and will return to Osborn R-0 the following semester.
2. Students will ride the bus to and from the area vocational school, unless other arrangements have been made and written permission from the superintendent and/or principal of the school has been obtained. Students with permission to drive will drive directly to and from Osborn R-0 School District and their destination.
3. Students who miss the school bus to Hillyard are expected to report to their fourth hour classroom at 10:54 a.m. Students who miss the bus cannot drive themselves to Hillyard. Any students choosing to drive to Hillyard without permission will serve the remainder of the school day in ISS after their first warning and will be counted absent as it relates to 5 days of vocational class hours missed at Hillyard per OHS attendance requirements.

A review committee consisting of a representation of the student's teachers, school counselor, and the administration will consider the performance of the student(s) to determine if there are any extenuating reasons to justify allowing the student to continue participating in courses at other sites. The committee has the authority to grant an extension of time to allow the student to improve grades if there are mitigating circumstances that adversely impacted on the student's grade performance.

### **Agriculture Classes at Stewartville**

1. Students who attend agricultural classes will ride the bus to and from Stewartville C2 school district, unless other arrangements have made and written permission from the superintendent and/or principal of the school has been obtained. Students with permission to drive will drive directly to and from Osborn R-0 School District and their destination.
2. Students who attend agricultural classes will be required to report to school at 7:45 to ride the bus to Stewartville. Students will return directly to their second hour class promptly at 8:58.



### **Grade Reporting**

Grade checks will be run weekly. Teachers must have all grades submitted by the Monday of each week. Any student with one F or two D's will be considered ineligible the following grade check. A student deemed ineligible begins ineligibility interval on the Tuesday grade check. Coaches & sponsors will be notified of any students that will be ineligible for the provided time period. Any student deemed ineligible has the option to schedule a conference with the assistant principal to review their status. Students who are ineligible will be required to stay for After School Study Skills until all work is caught up and turned in.

Mid-term and quarter reports will be printed and sent home. These dates are listed in the bulletin at the beginning of the year and on the week of the grade reporting. If there are fines and/or payments that have not been paid, grades will be withheld at the end of the year or at time of withdrawal/transfer. Unless there is a court-ordered request, we cannot withhold information from ex-spouses. Parents and students may access their grades on-line at any time through the SIS parent portal. A parent portal form must be completed and returned to the office to set up an account to access the site. See the office for more information.

### **Guidance and Counseling**

The counselor provides student support in the areas of academic, career, and personal/social development. Activities include individual planning (scheduling, exploring careers, post-secondary planning), individual or small group counseling, classroom guidance lessons, and community outreach. Students are asked to schedule an appointment to meet with the counselor. If the appointment is during class time, the student is responsible for the material covered while with the counselor.

## **STUDENT ACADEMIC ACHIEVEMENT**

### **Weighted Classes**

A weighted class is worth 1.3 credits because of the amount of time and extra effort that is needed to devote to the class. Classes that are weighted are Chemistry, Physics, Accounting I, Accounting II, Accounting III, Computer Science Principles, Anatomy & Physiology, Trigonometry, Pre-Calculus, and statistics. Any dual credit/college or AP course will be weighted.

### **Requirements for Honor Roll**

Superintendent's Honor Roll: A 3.66 average maintained in all subjects with no C's, D's or F's.  
Principal's Honor Roll: A 3.0 average maintained in all subjects with no, D's or F's and may have only one grade of a C or C+ (no C-). Students who are on the honor roll for three (3) consecutive quarters and 4th quarter midterm will be honored at the end of the year at the scholastic banquet for their academic efforts.

### **Remediation**

The Osborn Public School will have an after school remediation program in place annually. Thirty (30) hours of remediation are required by any Osborn student K-12 who falls under the following category:

Any student, K-12 who scores in step one, below basic or level not determined on a MAP test and/or End Of Course Exam (EOC) will be required to take 30 hours of remediation before or after school in that specific subject before the end of 2nd quarter. Section 167.640.1 RSMo.

### Participation

Some classes will give participation points on a daily basis. A student will be allowed to make up participation points if the student's absence is excused or be exempt from the work. Participation points will not be allowed for unexcused absences.

### Junior High Pass Policy

Junior high students must successfully pass three of the four basic skill areas (math, science, history, and English) to be promoted to the next grade. A student who fails both semesters or fails three of the four quarters in a class may or may not be promoted. Promotion or retention will be at the discretion of the teacher, counselor, and administration.

### Grading Scale

Teachers will provide a syllabus at the beginning of the year for each course taught. The syllabus will identify the grades and/or grading for each course.

Osborn High School grading scale is as follows:

**\*\*UPDATED TO 3 DECIMAL POINTS TO MATCH SIS\*\***

Grading Point	Percentage	Letter Grade	Condition
4.0	100-95%	A	Excellent
3.666	94 - 90%	A-	
3.333	89 - 87%	B+	Above Average
3.0	86 - 83%	B	
2.666	82 - 80%	B-	
2.333	79 - 77%	C+	Average
2.0	76 - 73%	C	
1.666	72 - 70%	C-	
1.333	69 - 67%	D+	Below Average
1.0	66 - 63%	D	
0.666	62 - 60%	D-	
0.0	Below 60%	F	Failing

### Graduation Requirements and Special Considerations in Calculation of Credits

1. Keyboarding is required during the 8th grade and is a prerequisite of Computer Applications.
2. Records of transfer students will be analyzed for transferable credits for graduation.
3. If a student accumulates 26 credits by the end of his/her 7th semester, then he/she may attend a college or trade school part time and remain enrolled. If the student fails to maintain 90% attendance, then he or she must return to Osborn High School to complete the 8th semester. Failure to do so will result in failure to graduate.
4. Special provisions may be made for graduation requirements through Public Law 94.142 if written into the student's individual education program (IEP).

5. Extenuating or unusual circumstances may lead to allowance for graduation with less than 25 credits if approved by the Board of Education.
6. Successful passage of the Missouri Constitution, U.S. Constitution, and U.S. Civics test is required for graduation.
7. Students must receive 30 minutes of CPR instruction prior to graduation.
8. Early Graduation – Refer to Board Policy 2540

**Graduation Requirements**

(Policy 2525)

The Osborn R-0 School District offers both the Osborn R-0 Diploma and Osborn R-0 College Preparatory Diploma. The minimum graduation requirements are effective for the Class of 2016 as well as future graduating classes are as follows:

	State of MO	Osborn R-0	College Prep
Communication	4 Units	Diploma	Diploma
Arts	3 Units	4 Units	4 Units
Social Studies	3 Units	3 Units	3 Units
Mathematics	3 Units	3 Units	4 Units
Science	1 Unit	3 Units	3 Units
Fine Arts	1 Unit	1 Unit	1 Unit
Practical Arts	1 Unit	1 Unit	1 Unit
Physical Education	1/2 Unit	1 Unit	1 Unit
Health Education	1/2 Unit	1/2 Unit	1/2 Unit
Personal Finance	7 Units	1/2 Unit	1/2 Unit
Foreign Language	24 Units	8 Units	2 Units
Electives		25 Units	6 Units
Total			26 Units

In addition to the units listed above, students will be REQUIRED to pass the Missouri and US Constitution, and U.S. Civics Tests and take End Of Course Assessments for: Algebra I, English II, Biology, and Government. All students (except those for whom the IEP team has determined to be eligible for MAP-A) are expected to take the REQUIRED EOC Assessments at some time prior to graduation or exiting High School due to age limitations. Additional assessments in Geometry, English I, Algebra II, and American History will be administered at the discretion of District.

The school staff will determine when a student with a disability will take the Required EOC Assessments. For each of the ADDITIONAL EOC Assessments, the student’s IEP team will make the decision regarding whether or not the students will participate in the assessment, with or without accommodations or if the student will be exempt from participation.

Students may be delayed in taking the EOC exam if the District team composed of the high school principal, counselor, and course teacher deem adequate academic progress is not being achieved. The team will meet prior to February 1st. Factors affecting delay include, but are not limited to: failure of the first semester and current grades at the time of the team meeting.

**High School Student Classification**

Freshman: 0-6 units

Sophomore: 7-13 units

Junior: 14-20 units

Senior: 21 units and above

### Osborn R-0 Diploma – 25 Units

Graduation requirements for the Osborn R-0 Diploma are as follows:

<b>Communication Arts 4 units</b>	<b>Mathematics 3 units</b>	<b>Social Studies 3 units</b>	<b>Science 3 units</b>
LA I LA II LA III LA IV Practical English College Prep English Dual Credit English Speech Creative Writing Mass Media Composition Novels Short Stories	3 units of Algebra I and higher, including:  Algebra I Geometry Algebra II Trigonometry Statistics College Algebra Applied Math	<b>Required:</b> American History Government  <b>One additional unit:</b> World History Psychology Sociology Geography Current Events College Psychology College Sociology College History	<b>Required:</b> Physical Science Biology I  <b>One additional unit:</b> Biology II Chemistry Physics Dual Credit Science
<b>Fine Arts 1 credit</b>	<b>Practical Arts 1 unit</b>	<b>Personal Finance ½ unit</b>	<b>Health ½ unit</b>
Art I Art II Ceramics Photography Band Glee/Choral Music Music Theory Music Appreciation Guitar Percussion	<b>Required:</b> Computer Applications  <b>Electives:</b> Keyboarding Accounting I/II Graphic Design Web Design Multimedia Computer Programming Agricultural Ed Hillyard Technical Cadet	Personal Finance	Health
		<b>Physical Education 1 unit</b>	<b>Electives* 8 units</b>
		Physical Education College PE Adaptive PE  <b>Electives:</b> Conditioning Anatomy & Physiology	Spanish I Spanish II Careers

\* Additional classes taken beyond required units in any content area will be reflected as electives.

### Osborn R-0 College Preparatory Diploma – 26 Units

Any student who meets the following requirements will be eligible to graduate with the Osborn R-0 College Preparatory Diploma:

- Cumulative GPA of 3.0 or higher
- Cumulative attendance of 95% or higher
- Composite ACT score above state average
- Complete 50 hours of unpaid tutoring/mentoring/community service
- Complete curriculum requirements below

Osborn R-0 College Preparatory Diploma Requirements:

<b>Communication Arts 4 units</b>	<b>Mathematics 4 units</b>	<b>Social Studies 3 units</b>	<b>Science 3 units</b>
LA I LA II LA III LA IV Practical English College Prep English Dual Credit English Speech Creative Writing Mass Media Composition Novels Short Stories	Algebra I Geometry Algebra II  <b>And one or more of following:</b> College Algebra Trigonometry Statistics Pre-Calculus	<b>Required:</b> American History Government  <b>One additional unit:</b> World History Psychology Sociology Geography Current Events College Psychology College Sociology College History	<b>Required:</b> Physical Science Biology I  <b>One additional unit:</b> Biology II Chemistry Physics Dual Credit Science
<b>Fine Arts 1 credit</b>	<b>Practical Arts 1 unit</b>	<b>Personal Finance ½ unit</b>	<b>Health ½ unit</b>
Art I Art II Ceramics Photography Band Glee/Choral Music Music Theory Music Appreciation Guitar Percussion	<b>Required:</b> Computer Applications  <b>Electives:</b> Keyboarding Accounting I/II Graphic Design Web Design Multimedia Computer Programming Agricultural Ed Hillyard Technical Cadet	Personal Finance	Health
		<b>Physical Education 1 unit</b>	<b>Foreign Language 2 units</b>
		Physical Education College PE Adaptive PE  <b>Electives:</b> Conditioning Anatomy & Physiology	Spanish I Spanish II
			<b>Electives * 6 units</b>  Publications Careers

\* Additional classes taken beyond required units in any content area will be reflected as electives.

**Student Achievement and Academic Awards**

The Osborn R-0 School District offers recognition for many types of student achievement. Among these are rewards for perfect attendance, best all-around senior, citizenship, departmental rewards, and other various prestigious awards. Students will be recognized at the end of the year Awards Ceremony. Parents are encouraged to attend.

**At Risk**

The school will identify potentially at-risk students. Teachers, sponsors, coaches, parents, counselors, administrators, juvenile office, Department of Family Services, or Department of Social Services do this through referrals. Reasons for students to be at-risk may include problems with grades, personal/emotional, health, behavior, law enforcement, alcohol/drugs, peers, etc., which could affect the student's success in and outside of school. Students are counseled individually and a plan is developed to help the student address specific at-risk situations or needs. The school counselor and an at-risk coordinator are available to assist students and parents in this endeavor. Students can receive help with their class work by attending after-school study sessions, which are conducted by teachers. Teachers are willing to stay after school to help students. This allows students to receive specialized individual attention for their academic needs.

**Homebound Education**

When a student is unable to attend school due to a serious illness, handicapping condition, pregnancy, or other situation, which meets state guidelines, his or her parents can apply for homebound instruction. To apply, the parents must contact the superintendent. Once the application is made and approved by the State, a teacher is secured and that teacher will visit the student at home a minimum of twice a week. This teacher will assist in instruction, assist with homework, collect and return homework, and will provide assignments. These services cannot be received during the summer.

A doctor will provide the school with a statement, which will provide an outline of the conditions concerning the student. When the doctor releases a student, the student will then follow the regular attendance guidelines.

Students receiving homebound instruction may not participate in or attend any school activities during the homebound period.

**Electronic Device Policy**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in schools poses increasing risks of school disruption, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar electronic devices will be limited; except students in grades 7 – 12 may use their devices prior to the first (8:00) bell, during school lunch, and after the last (3:30) bell. Students will only be allowed access for use of a technology device before school, during lunch, and after school. Students are not allowed to have their cell phones for personal usage during the instructional day. Cell phones will be collected at the beginning of each class period and returned to students as they are dismissed from class.

Headphones/Earbuds should not be worn during the school day unless prior permission from a teacher for a specific assignment is given.

Violation of the electronic device policy will result in:

1. Electronic devices will be turned in to the office and given back to the student at the end of the day with a warning of the violation.
2. The student will serve a 1-hour detention and parents will be notified of the violation.
3. One (1) day In-school suspension being imposed. Parents will be notified of continued use.
4. Two or more day's In-school suspension. Cell phones will only be returned to the parent/guardian. The use of the before named devices during extracurricular activities is at the discretion of the coach, sponsor, or instructor. Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the Principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their students for legitimate reasons. If a cell phone falls out of a student's pocket during the school day or goes

off during the school day, but the cell phone is not in use, the teacher will first warn the student, and then the phone will be sent to the office and returned at the end of the day.

5. Teachers can grant use of cell phones in the classroom if it directly relates to an assignment.

### **Telephone Use**

If it becomes necessary to use the phone at any time, permission must be obtained from the office. (See Cell Phone policy above) Students who fail to meet this requirement and who use their cell phones without permission will have a cell phone violation. Calling or texting a parent at school without permission is prohibited. Students will not be released from class to accept or make phone calls unless it is an emergency. Classes will not be interrupted for delivery of general telephone messages. After school arrangements should be made at home before students leave for school.

### **Parental Conferences**

When a parent needs to speak with a teacher, a conference can be set up during the teacher's planning period. If a conference is needed, be specific about what you want to accomplish. The office will have information concerning the conference times for the individual teachers.

### **Dress Code**

A student must not wear attire that attracts undue attention to the wearer. Examples of inappropriate clothing at school are shirts or blouses that do not cover the chest and/or midriff, and attire which advertises liquor, illegal substances, tobacco, or obscene matter. Clothing or personal articles that may connect a student to an affiliation with or associated with gang membership is strictly prohibited. Caps, hats, bandannas, headbands, sunglasses, hoods, and other head coverings are not to be worn during school hours in the school building. Some of these items will be allowed during dress up days if approved by school administration.

Tank tops and cut-out t-shirts may be worn, however these shirts (with extreme arm holes) may not be worn unless the undershirts are covering the inside of one's trunk. No undergarments shall be showing if these shirts are worn. No student will be allowed to go shirtless during the school year on school grounds.

Clothing must cover from chest to mid-thigh and not be able to be seen through or transparent. Dresses and skirts must also follow the mid-thigh or longer rule. Leggings will be allowed, however leggings which make undergarments transparent due to their tight fitting nature are not allowed. District administrators will make this decision.

Personal hygiene, grooming, and facial hair should be appropriate as deemed by the building principal. Involvement in extra-curricular activities may deem some fashions, facial hair, grooming, etc. to be inappropriate. Due to the nature of extra-curricular activities and the fact that extra-curricular activities are voluntary, dress and hygiene may be stricter than given in the student dress policy.

Those who wear inappropriate clothing, or are hygienically un-kept, will be asked to return home and change clothes or to clean themselves. The time taken away from school will count as a tardy, or if too much time is taken, an absence. If a student refuses to remedy the clothing or personal hygiene problem, the student may be suspended.

### **Closed Lunch**

Students have a closed lunch hour and will go to lunch with their assigned teachers. Students will be dismissed for lunch by a schedule developed by the high school office. Students are to remain in the cafeteria or assigned area for the duration of their lunch period. NO students will be allowed to leave school during the lunch period and bring outside food into the building.

Any outside visitors during the lunch period should be pre-approved by the principal.

### Student ID/Lunch Card

Osborn R-0 students will be issued an identification card which will be used in the library to check out books and in the cafeteria to manage their meal account. Students who pay full/reduced price for their lunches cannot allow their lunch debt to exceed fifteen dollars (\$15.00) and if this debt reaches \$20 dollars (\$20.00), commodities will be served. Any extension beyond this time must be pre arranged through the office before the debt is incurred. Students will not be allowed to incur any debt the last week of school and any debt owed needs to be paid at this time. Students are welcome to bring their own lunch and eat it with fellow students. The school will not give cash back to a student with a check. The full amount of the check must be applied toward debt to the school. Do not go to the school secretary if you need a check cashed or change made, the school does not have the cash available to carry out banking activities. Money is taken to the school secretary only if you have fees to pay and the whole amount of the check must be applied toward the school fees/debt. Money may be added to an account in the cafeteria before school. Do not go to the office to add money to your account.

### Fees are as follows:

	Reduced	Full Price
Breakfast	\$0.30	\$1.45
Lunch	\$0.40	\$2.75
Extra Milk		\$0.35
Extra Entree		\$1.00

Visitor lunch = \$ 3.25

### Lunch Schedule

Kindergarten	10:50-11:14
1st Grade	10:53-11:17
2nd Grade	10:56-11:20
3rd Grade	10:59-11:23
4th Grade	11:03-11:23
5th Grade	11:06-11:29
6th Grade	11:09-11:32
7th and 8th Grade	11:47-12:12
9th-12th Grade	11:52-12:12

All students will be given the first lunch card. If the lunch card is lost, the student will need to pay a \$2 replacement fee. Additional replacement cards will be \$5 each.

### Cafeteria Guidelines

During lunch, students are expected to remain in the cafeteria or assigned area. If a student needs to leave the cafeteria, he or she must ask his/her teacher for permission. Please follow these guidelines while in the cafeteria:

1. Have a lunch card in your possession. No lunch card will result in moving to the end of the line.
2. Talk quietly with those at your table.



2. Deposit trash in a proper container and leave uneaten food on the plate.
3. Place eating utensils in the utensil bowl.
4. Be quiet on the way to and from lunch, there are classes in session.
5. Any student taking milk and not paying for it will be fined \$10.00 per occurrence.
6. When students are released for lunch, they are to report to the cafeteria immediately.

### Testing Calendar

Test	Age/Grade Level	Date	Voluntary/Mandatory
DIAL 4	Pre-Kindergarten	April	Mandatory
ACT	Grade 10-12	Oct., Dec., Feb., Apr., Jun.	Voluntary (off-site)
ASVAB	Grades 11-12	December	Mandatory - 11th Voluntary - 12th
MAP: Communication Arts & Math	Grades 3-8	April	Mandatory
MAP: Science	Grades 5 & 8	April	Mandatory
End of Course: Algebra I, Biology I, English II, Government	Grades 9-11	March-May	Mandatory (required to graduate)
TSA	Grades 11-12	April	Vocational Completers
AP - Principals		Friday, May 10	Voluntary
Dyslexia	Grades K-3	Beginning of School Year	Mandatory
Dyslexia	Grades 4-12	Periodically	TBD

### Disaster Information

The routes in which to take from each individual classroom are posted in the classroom. The teacher will go over these routes on the first day of school. Warning alarms are as follows:

- Tornado = continuous ringing
- Fire = intermittent ringing or alarm siren
- Earthquake = public address announcement
- Intruder = lockdown announcement
- Bomb = intermittent ringing or alarm siren

A drill for each of the evacuation plans listed above will be performed at least once a year.

### Library Rules

1. Students coming to the library before school should enter through the inside entrance, and need to remain in the library until the 7:55 bell.
2. Replacement fees and fines for lost books or magazines must be paid each quarter or the student's grade card will be held until the matter is resolved. People who have overdue books will be listed on an overdue sheet every mid-term and quarter.
3. Anything taken from the library, for any use, must be checked out.

4. The librarian will check out the materials. Books can be checked out for two (2) weeks and magazines overnight or different arrangements can be made with the librarian. Reference books must remain in the library.

### **Technology Usage**

The use of Osborn R-0 School District computers and network is a privilege offered to students enrolled in the district. Students are expected to follow the following rules.

1. No profanity or bad language will be used with any computer application. This includes emails and Internet use.
2. No student is allowed to use the school's computers to publish his\her own websites.
3. Students are not allowed to download any program or software.
4. Computers may be used for educational purposes only. A student will not be allowed to research any subject or item that is non-school related.
5. Students are not allowed to participate in chat rooms at any time.
6. Students are allowed use of their "google" email accounts only. No personal email accounts are to be checked using a school computer or during the school day. Instructors, staff, and administrators may revoke a student's access to technology resources at any time for inappropriate use; as well as other possible disciplinary measures.
7. Students will sign-on using their own ID and Password.
8. Complete/sign the acceptable use policy.
9. Students are not allowed to change any of the computer settings to a personal preference.

Instructors, staff, and administrators may revoke a student's access to technology resources at any time for inappropriate use as well as other possible disciplinary measures.

### **Bus Rules and Regulations**

The duty of the bus driver is to drive the bus in such a manner as to ensure the safety of the passengers at all times. In order to do this more efficiently the driver must not be distracted by activities within the bus. This will enable the driver to keep his or her eye on the road at all times. Passengers are expected to follow these rules:

1. The driver is in charge and his or her judgment is to be respected.
2. Riders will conduct themselves in a proper and orderly fashion, showing proper respect for the driver and other riders.
3. Passengers will board and exit the bus as instructed by the driver and will remain seated while the bus is in motion.
4. Riders will keep all objects inside the bus and to themselves.
5. Be ready when the bus comes by to pick you up.
6. No glass or illegal substances are allowed on the bus.
7. Any damage to the bus, inside or out, should be reported to the driver immediately. If a rider caused the damage, then that rider is responsible for the cost of repairs.
8. Any other problems will be handled by the transportation director and/or administrator, who has the authority to discontinue the transportation of any rider that shows intolerable behavior.
9. A note or phone call to the principal from parent and/or guardian is needed before a student may ride any district bus to a destination which is not their usual stop.

The school is not required to provide bus services to students. Riding the bus is a courtesy provided by the school district and bus privileges can be taken away due to misbehavior. Students who violate the bus rules and regulations endanger the health and safety of the students, the driver, and other people who could be affected by a bus accident. The bus driver will give a warning and talk with the student about their misbehavior. If the student continues to violate the bus rules and regulations, they will receive a written discipline notice and disciplinary steps will be taken. Pink slips will be used to inform parents of infraction.

Step 1: Reprimand and notification of parent(s) and separate seating for 1 week.

- Step 2: 1 hr. detention, and separate seating for 2 weeks.
- Step 3: 1 day of ISS, and separate seating long term.
- Step 4: 2 days of ISS
- Step 5: Suspension from the bus for one (1) week or longer

Fighting, vandalism, and other dangerous behavior will be considered a combination of Step 3 and 4 action. Students may be removed from the bus permanently.

### **Student Vehicles**

Students who drive vehicles to school must know and obey the following rules:

1. Bicycles must be placed in the bicycle rack located by the west elementary entrance or south front entrance.
2. Students who ride bicycles should give the right-of-way to people who walk.
3. Sophomore students who drive should park in the west parking lot on the far side of the basketball court.
4. Juniors and Seniors who drive to school should park in the north parking lot.
5. Students may not return to their vehicles during the day, unless a teacher or administrator has given approval.
6. Do not speed (speed limit is 5 mph) or drive carelessly around the school.
7. Students will not engage in disruptive behavior in the school parking lot.
8. Only those who have bought the reserved parking slots will be permitted to park in those reserved spaces. Students will be issued parking passes specifically for the reserved parking slots.
9. Students will be issued parking passes to park on the school premises.

Any violation of the above rules, or as a consequence of other disciplinary action, may result in the loss of the right to drive to school and park on school grounds.

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of the school premises. 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 contraband items are contained inside. Firearms are also prohibited on school grounds and are not permitted in vehicles.

### **Attendance Requirements**

Missouri Law requires regular school attendance. Students must have attended a total of 88% of all class sessions to receive credit. In order for a student to earn credit he/she must satisfy academic and attendance requirements. We believe there is a close relationship between poor attendance and class failure. Also, many employers are hesitant to hire students with poor attendance records.

A student shall be allowed a maximum of nine (9) TOTAL absences per period per semester. Students who accumulate in excess of nine (9) absences per period per semester are subject to loss of credit for that class.

When unusual or extreme circumstances occur, exceptions to this stated policy will be made by administration/ attendance committee's discretion on an individual basis. Any absence NOT accounted for will be considered an unexcused absence.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for the purpose of this policy. Example: field trip, athletic event, student activity, etc. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

Parents should notify the school by 9:00 a.m. on the day of any absence. We can only excuse an absence with a note or phone call from parent/guardian on the first morning the student returns to school explaining the absence. No note or call will result in truancy and work will not be made-up. In order for an absence to be excused, the attendance committee will need a doctor note to excuse the absence. If a student knows that he/she will be absent ahead of time, with the principal's permission the student should contact each teacher and retrieve their homework assignments in advance.

It is the student's responsibility to acquire any assignments that they have missed during their absence. Excessive truancy of six (6) absences may result in loss of privilege to make up work missed, notification of parent, and notification of juvenile authorities. Students who are serving out-of-school suspension also lose the privilege to make up the work missed.

Parents will be notified by letter/phone call when absences start to become excessive. Upon the sixth (6th) absence of the student per period per semester, the parents will be notified by phone concerning the excessive absences. Parents will be notified that upon the student's eighth (8th) absence both parent(s) and student will be REQUIRED to meet with the attendance committee to explain the excessive absences and to develop a plan for attending school regularly. At this time, the committee will review the absences and discuss whether the student will receive credit for the current semester based on information provided at that time. On the eleventh (11th) absence per period per semester – excused or unexcused – the student is subject to loss of credit for the semester. High school students who are denied credit under this regulation are entitled to utilize due process procedure. Only for unusual circumstances and verified doctor notes for illness can the attendance committee make forgiveness considerations for hours/days missed. Regularly scheduled doctors' appointments and annual checkups do not qualify as an excusable doctor visit and/or unusual circumstance.

After 7 full-day absences for the semester, school officials may file a report with the juvenile office for monitoring for any student under the age of 16 (sixteen). All doctor's excuses will be maintained in the school office to confirm absences.

### **Other Attendance Considerations**

Things that can be taken care of after school, such as buying flowers, clothes, or getting a hair-cut are NOT acceptable reasons to leave in the middle of the school day and will be deemed personal business and an unexcused absence will be recorded. Doctor appointments will only be excused if students bring a note from the doctor with the date, time, duration of such appointments, and for the days to be excused. Students will NOT be excused for physicals. Students will only be excused one time for 1/2 day to take their driving test. In cases of extended illness or other exceptional circumstances, the student may request a hearing by the Board of Education on the above attendance regulations.

Absences due to school-sponsored or school-sanctioned activities are not considered absences for the purpose of the attendance policy. Students taking college/technical school/military visits must fill out the necessary paperwork prior to making the visit and upon returning to school must provide the proof of the visit for the absence to not be counted against the attendance policy.

### **Senior Trip**

To be eligible to participate in the senior trip, a student must have missed less than 8.5 days of school during their senior year. Truancy, suspensions, and other disciplinary actions may result in forfeiture of senior trips. Participation in all fundraising activities is required for inclusion on the senior trip. The attendance committee will take into consideration all absentees and make a decision on whether any days can be forgiven.

Transfer students will be required to pay additional monies. Seniors need to abide by the senior handbook to be eligible to attend senior trips.

### **Making up Work Due to an Absence**

It is the student's responsibility to acquire the work that they missed while absent, not the teacher's. Missed work must be made up within 1 day of a single absence. If a student is absent for two consecutive days, he/she will be allowed 2 days to make up the missed assignments etc. In the case of pre-arranged absences, the student should get the assignments prior to the absence and turn them in upon return.

Work due on the first day of the absence, or during the term of the absence (in the case of a unit assignment) is due the first day of the student's return from the absence. Assignments made during the absence are due in the following fashion. The assignment made on the first day of the absence will be due the day after the return, along with that day's assignment. The third day's assignment is due on the fourth day of the return, along with that day's assignments, etc. In the event of an extended illness, under the care of a doctor, provisions may be made. Incomplete work must be made up within one week of the end of the grading period. In the case of long term projects students may make arrangements with the classroom teacher to determine if the work will be exempt, the project requirements amended, or a new due date can be established.

### **Perfect Attendance**

Students may not miss any class time during the entire school year to be deemed perfect attendance. Those student's will be given an award at the end of each year.

### **Finals Policy**

In order for a student to be considered exempt from taking semester finals, the student must qualify in all of the following three areas:

1. Students with a 90 percent or higher in the class will be exempt from taking the final in that course.
2. Students must have a 95% attendance rate or above in order to be exempt from taking the semester finals.
3. Any student with 3 or more tardies within a given semester will be required to take semester finals. If a student has 2 or less tardies in a given semester, will not be required to take semester finals.

The Osborn R-0 Attendance Committee is able to review and evaluate individual student's attendance in certain circumstances and make decisions that are in the best interest of the student.

### **College Visit and Job Shadow Days**

College Visits and Job Shadow Days will be required to be held on Mondays that the Osborn R-0 School is not in session. Students are allowed to do as many college visits or job shadows as they deem fit, but they must be scheduled on a Monday that we are not in session. If there is a visit or shadow that is not able to take place on a Monday, the visit must be pre-approved by the Osborn R-0 School counselor and administration.

Military visits fall under the category of job shadow days and are asked to be done on a Monday that Osborn R-0 is not in session, IF POSSIBLE. Students desiring to visit with a recruiter in addition to their allotted job shadow days must make arrangements with the recruiter, principal, and counselor. Seminar time will take first priority when meeting with a recruiter at OHS.

### **Truancy (Skipping Class)**

Truancy is absence from school without the knowledge of the school or parents. Truancy will result in loss of possible points earned for the class/classes skipped and detention or suspension. ANY STUDENT WHO LEAVES WITHOUT SIGNING OUT IS TRUANT. Excessive truancy will result in juvenile authorities being notified.

### **Tardies**

Tardies are defined as being less than 10 minutes late to school for the first hour, and/or arriving to class after the bell rings for hours 2nd through 8th. Anything over 10 minutes late to school or class will be considered an absence for that hour. When tardy to the first hour the student must sign in at the school office. Teachers will record tardies during the school day in SIS, no admit is needed.

If a student needs to use the restroom facilities between classes, check in with the teachers so as not to be counted as tardy. DO NOT send a classmate to inform the teacher that you are using the restroom. Each individual must check-in with the teacher. Students tardy between classes do not need to get an admit slip from the office. If you were with another teacher, be sure to have that teacher notify your current teacher so you won't be counted tardy.

Accumulation of three (3) tardies in a semester will result in a warning and counseling. Upon the fourth (4th) tardy, the student will serve one (1) hour detention. Upon the sixth (6th) tardy, the student will serve one (1) day of in-school suspension.

### **Student Planners**

Students are required to have planners in their possession daily. The planner is used for keeping track of assignments, schedules, and serves as the students hall pass. The students will be responsible for obtaining teacher signatures when using their planner as a hall pass.

### **Extracurricular Activities--Attendance**

A student involved in extracurricular activities is not allowed to participate in an activity if he/she has an UNEXCUSED absence the day before or the day of the activity. Absences that occur during this time must be preapproved by the activity director and the sponsor. The parent or guardian must call the school and notify the sponsor, athletic director, or principal prior to or the morning of for the absence to be considered as an excuse. Students who fail to meet this standard or who are completing an Out-of-School suspension will not be allowed to participate in the next scheduled activity. Osborn Schools abide by all MSHSAA policies regarding attendance.

### **JH Late Homework**

Junior High students can earn no fewer than 50% of the points available on the assignment if turned in 1 day late.

### **HS Late Homework**

Individual teachers will establish a late work policy for their courses. All teachers will give a syllabus with individual requirements at the beginning of the semester.

### **Discipline Philosophy**

The Osborn R-0 School District's primary goal is to educate, not discipline. However, when the behavior of an individual comes in conflict with the rights of others, corrective actions will be taken for the benefit of the school and individual. The school district will not tolerate any student stopping a teacher from teaching or another student from learning. It is the right of the teacher, sponsor, or administrator to determine what is considered disruptive to the school or classroom before school, during school, or after school. This includes, but is not limited to classroom, hallways, lunchroom, extra-curricular activities, etc. This discipline policy is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of the high school. NO policy can be expected to list each and every offense, or combination of offenses that may result in the use of disciplinary action. Therefore, disciplinary action may be taken for actions not listed due to the vast combination of possible behaviors. No student will be asked or required to do any action that is illegal, immoral, or harmful. If a student fails or refuses to comply with the disciplinary action or the parent does not allow their child to comply with the disciplinary action, suspension may occur. If a student is suspended from school, the student cannot attend any school function, extra-curricular activity, or be on school grounds during the suspension. Since the misbehavior or actions of the student was voluntarily done by the student, the

type of discipline and time of discipline, such as detention or suspension, will NOT be at the convenience of the student. The type of discipline and time of disciplinary actions will be determined by the teacher or sponsor--if handled within the teacher's area of authority. A school administrator will handle the offense if referred to the office. The administration reserves the right to accelerate the consequences listed, based on the intent of the student.

You are requested to be familiar with the Juvenile Crime Bills (SS SCS HB 174, HB 325, and HCS 326) which are listed in part at the end of this handbook. We are confident that students at Osborn Jr. and Sr. High will not be involved in any criminal or illegal activity; however, the school is required to provide this information to you.

Briefly summarized, it:

- Allows children who are between the ages of 12 and 17 to be prosecuted as adults for felony offenses, as determined by the juvenile court findings, based on the seriousness of the offense.
- Allows children previously certified to be prosecuted as adults for subsequent offenses without another certification hearing in certain cases.
- Allows the juvenile officer, in cases where the child has committed an offense that would be a felony if committed by an adult, to share non-identifying information with the public.
- Allows for the court to require the parents to pay when a child is committed for institutionalization. \*Requires law enforcement officers to fingerprint children that they take into custody for an offense which would be considered a felony if committed by an adult.
- Allows certain prior juvenile offenses to be used to impeach the credibility of a witness or the defendant in a criminal case.
- Allows the court to invoke dual jurisdiction of both the criminal and juvenile codes for offenders under 17 years old.
- Allows the school district to suspend pupils from school based on a finding that the pupil has been charged or convicted as an adult of a felony.

Any commission of the misbehaviors listed in this handbook will result in disciplinary actions and the parents being informed of the problem. Depending upon the nature of the offense, the deputy juvenile officer, the Department of Social Services, or law enforcement officers may be notified. Incidents involving vandalism, including pranks, to property belonging to a student, staff, teacher, administrator, or Board of Education members will be dealt with as a school infraction and will be reported to the proper law enforcement officers.

### **Detention**

Students are detained after school or before school following an infraction of school rules. Students will be required to sign a detention contract at the beginning of the detention period.

1. Students in after school detention will serve from 3:30-4:30 and morning detention will serve from 7:00-8:00. Students will report to the assigned detention room on time or risk serving an extra day. A detention may be assigned by the principal or a classroom teacher.
2. Students must bring homework or assignments to work on during their detention. Failure to bring something to do will result in either an extra day of detention or the teacher will give them an assignment to complete prior to leaving.
3. Students must provide their own transportation.
4. Students must stay in the assigned room for the designated time frame at an assigned seat and refrain from talking to other students. Students that cannot follow these rules will be assigned additional detention or in school suspension.
5. Students will notify the sponsor of any extra-curricular activity when serving a detention.
6. No sleeping is allowed.
7. No food, soda, candy, etc. is allowed.
8. No electronic devices will be allowed.

### **In-School Suspension (ISS)**

Students will be kept in an assigned area for the whole day, until their ISS time has been fulfilled. They will not be allowed to socialize with other students during this time. ISS will operate on a “3 strikes and you are out” policy. Minor disruptions will result in a strike. On the 3rd strike the student will be sent home for the remainder of the day. The ISS term will remain in effect and have to be completed when the student returns to school. Major disruptions will result in immediate OSS on the first offense.

Students will be required to sign an ISS contract at the beginning of the day of ISS assigned.

1. Students will not interact with other students at any time while they are in ISS. This includes lunchtime. Choosing to interact with others will result in additional ISS time.
2. Students will complete their classroom assignments during ISS time or zeroes will result.
3. Students are to be working on assignments and have something else to work on when finished or will be given extra assignment by administration.
4. Students should bring all their books and materials to ISS. They will not be allowed to leave to go to their lockers.
5. No sleeping is allowed. Additional ISS day(s) will be given if the student is caught sleeping.
6. NO food, soda, candy, etc. is allowed.
7. If a student breaks any rule while in ISS they will be sent home for OSS.
8. ISS will be held from 8:05 to 3:10 on scheduled days. If a student is tardy to ISS they will serve an additional ½ day ISS the next day it is held.
9. No electronic devices will be allowed unless permissions are given by the administrator.

### **DISCIPLINARY ACTIONS**

The teacher is in charge of the classroom, respect his/her authority. The administration and faculty expect students in the Osborn School District to be positive leaders in acceptable behavior. The administration reserves the right to escalate or repeat steps based on the severity of the action.

1. Abusive language toward peers
  - Step 1: Conference with student, corrective action, possible detention
  - Step 2: Conference with student, detention
  - Step 3: 1-5 days of in-school suspension
  - Step 4: 1- 5 days of out-of-school suspension
2. Public display of affection
  - Step 1: Counsel
  - Step 2: Counsel & afternoon detention
  - Step 3: ISS
3. Violation of cafeteria rules
  - Step 1: Counsel and clean up cafeteria
  - Step 2: 1- hour afternoon detention
  - Step 3: 1 day ISS and removal from cafeteria to restricted eating arrangements
4. Classroom/Hallway Referral - (poor behavior, lack of class materials, lack of cooperation, rude, discourteous, restless, inattentive, excessive talking, mischief, did not complete class work, poor attitude, disturbing class, sleeping in class, etc.)
  - Step 1: Conference with the student, corrective action, possible detention
  - Step 2: Conference with the student, detention
  - Step 3: 1-5 days of in-school suspension Step 4: 1-5 days of out-of-School suspension
5. Skipping School/Truancy
  - Step 1: One day in-school suspension, receive NO credit for class work missed.
  - Step 2: Two days in-school suspension and referral to juvenile authorities Step 3: 1-5 days out-of-school suspension



6. Tardies
  - Step 1: 3rd tardy – Warning and counseling
  - Step 2: 4th tardy – 1 hour detention
  - Step 3: 6th tardy – 1 day of in-school suspension
  - Step 4: Excessive tardies may result in loss of extra-curricular privileges
  
7. Cheating/Plagiarism
  - Step 1: Conference with the student, all students involved will receive a zero for the assignment, and one day of ISS.
  - Step 2: Conference with the student and parent, the student will receive a zero for the assignment, and two days of ISS.
  - Step 3: Conference with the student and parent, the student will receive a zero for the assignment, two days of ISS, and a 10% deduction on the final grade for the semester.
  
8. Smoking/E-Cigarettes/Tobacco - (possession, use, or distribution of tobacco of any kind by students, on school grounds or at a school function):
  - Step 1: 1 day in-school suspension, contact parents and proper authorities.
  - Step 2: 1-3 three days out-of-school suspension, contact parents and proper authorities.
  
9. Assaulting or threatening an employee of the school:
  - Step 1: Five (5) to twenty (20) days of external suspension and request to Superintendent for expulsion
  - Step 2: Automatic expulsion by the Superintendent.
  
10. Assault
  - Step 1: 1 - 10 days OSS; long term suspension or expulsion depending on assault.
  - Step 2: 10 days out of school suspension; long term suspension or expulsion depending on the nature of the assault.
  - Step 3: Long term suspension or expulsion
  
11. Fighting
  - Step 1: 1-5 days of ISS
  - Step 2: 1-5 days of OSS
  
12. Possession of firearm or weapon (as defined in Section 921 of Title 18 of the United States Code & Regulation 2620 of the Osborn R-0 District Policy)
  - Step 1: 1 year external suspension at discretion of Superintendent
  - Step 2: 1 year external suspension at discretion of Superintendent, contact police

Note: The Superintendent will review any cases involving any Special Education Student.
  
13. Profanity, vulgarity, or abusive language directed toward staff
  - Step 1: Detention, up to 1 day in school suspension
  - Step 2: 1-5 days in-school suspension,
  - Step 3: 1-5 days out-of-school suspension
  - Step 4: Long term suspension or expulsion
  
14. Extortion - (verbal threats or physical conduct designed to obtain money or other valuables.)
  - Step 1: 1-5 days out of school suspension, contact appropriate authorities
  - Step 2: 6-10 days out of school suspension, contact appropriate authorities
  - Step 3: Long term suspension or expulsion, contact appropriate authorities.

15. False Alarm

Step 1: 1-10 days of out-of-school suspension

Step 2: Long term suspension or expulsion

16. Theft

Step 1: Restitution, 1-5 days in-school suspension

Step 2: Restitution, 1-5 days out-of-school suspension, contact police

Step 3: Restitution, long term suspension or expulsion, contact police

17. Drugs, Drug paraphernalia, Alcohol, and/or Substance Abuse

Step 1: May be suspended from school for up to 10 days (in the event that a student is under the influence of, or has in his/her possession a prohibited, controlled substance on school property, in school, or when attending or participating in school events). Proper legal authorities will be notified.

Step 2: Suspension from school for an additional period of time. Proper legal authorities will be notified.

Drug paraphernalia is defined as but not limited to pipes, clips, papers, tweezers, etc. are prohibited. The guest of a student or a visitor to the school who is under the influence of a prohibited, controlled substance on school property, and/or when attending a school event will be reported to the proper legal authorities. Guests and/or visitors will not be allowed to attend any events in which the Osborn R-0 School participates for a year.

Non-controlled substances such as glues, inhalant, solvents, etc. are also strictly prohibited and the penalty for possession of these substances that look like real drugs or over-the-counter drugs which, taken in certain quantities, can have the same effect as a controlled drug or alcohol.

The sale or distribution of any alcoholic beverage or unauthorized drug will result in long term suspension and the proper legal authorities notified.

18. Prescription Medication - (possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus).

Step 1: After school detention

Step 2: Possible out-of-school suspension

19. Prescription Medication - (distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus).

Step 1: 1-10 day(s) out-of-school suspension, contact proper legal authorities.

Step 2: Long term suspension; contact proper legal authorities.

Students taking prescription medication should give that medication to the school nurse or office personnel for safekeeping. ONLY authorized personnel are allowed to dispense medication to students, either prescription or over-the-counter.

20. Violations Against School Property - (acts dangerous to other students, staff members, or the buildings, i.e. setting fires, setting off fireworks, bomb threats, etc.)

Step 1: 10 days minimum of out of school suspension.

Step 2: Indefinite suspension and recommendation to superintendent for action. Minimum of 45 days of out of school suspension will be recommended.

Step 3: 90 days out of school suspension & recommendation for expulsion.

21. Possession of Fireworks (Class C) - (smoke bombs, stink bombs, etc.)

Step 1: After school detention

Step 2: 1 day in school suspension

Step 3: 1 day out of school suspension

Special Note: Devices that expel a projectile by action of an explosion or a charge of more than four ounces. Missiles having explosive/incendiary charge of more than one-quarter ounce, blasting cap, gun/blasting powder, silencer, pellet gun's frame or receiver, or altered starter pistol will fall under the "firearm" section of the Code.

22. Possession of Explosives (see Special Note above) - (Gas, Kerosene, Diesel Fuel, Lighter Fluid, or any other material that is explosive or flammable). Location of these materials within the building(s), school bus, etc. is strictly prohibited.

Step 1: 10 day minimum of out of school suspension; contact proper legal authorities.

Subsequent offenses: 45 – 90 days of out of school suspension and/or recommendation to Superintendent for expulsion and proper legal authorities will be contacted.

23. Willful Damage or Vandalism to Staff or Student Property - (Any student who willfully vandalizes, damages, or tampers with another student's or staff member's personal or real property, or any property belonging to the school).

Step 1: Restitution, referral to police, detention, or up to 3 days out of school suspension.

Step 2: Restitution, referral to police, and 3-5 days out of school suspension.

Step 3: Restitution, referral to police, and 5 - 10 days out of school suspension.

24. Vandalism: Minor - (writing on desks, lockers, walls, etc.)

Step 1: Students will repair damage and serve 2 days of after school detention.

Step 2: Students will repair damage and serve 1 day In-school suspension.

Step 3: Students will repair damage and serve 3 days out-of-school suspension.

25. Unapproved posting of materials - - (posting of materials not approved by sponsors, teachers, or administrators).

All materials must be in the designated area. Discipline will be listed as a classroom/hallway disruption due to disruption to the educational process. It will be at the discretion of the staff, teacher, sponsor, or administrator to determine what constitutes disruption.

26. Failure to comply with a reasonable direction of staff, teacher, sponsor, or administrator.

Discipline will be listed as classroom/hallway disruption due to disruption of the educational process. It will be at the discretion of the staff, teacher, sponsor, or administrator to determine what constitutes disruption.

27. Bullying, intimidation, threatening, or harassment (physical or sexual) whether verbal or physical is strictly prohibited.

These actions are unwanted, illegal, and can constitute assault in the eyes of the law in addition to disciplinary actions at school. Discipline will be listed as an assault and dealt with accordingly. It will be at the discretion of the staff, teacher, sponsor, or administrator to determine what constitutes disruption or reduction in the learning atmosphere. Depending upon the nature of the offense, a juvenile officer, the Department of Social Services, or law enforcement officers may be notified and other legal action can be taken. Students who believe they have been victims of or have witnessed sexual harassment should report the incident to a teacher, guidance counselor, or school administrator.

28. Bullying/Harassment
  - Step 1: 1 – 3 days of in-school suspension
  - Step 2: 1 – 5 day's out-of-school suspension or long term suspension or expulsion.
  - Step 3: 5 -10 days out of school suspension with possible expulsion
  
29. Improper Language/Threatening Language - (use of verbal or written threats to do bodily harm to a person or personal property).
  - Step 2: 1 – 3 days of in-school suspension
  - Step 3: 1 – 5 day's out-of-school suspension or long term suspension or expulsion.
  
30. Use of Obscene, Vulgar Language - - (language which depicts sexual acts, human waste, and blasphemous language).
  - Step 1: 1 – 3 days of in-school suspension
  - Step 2: 1 – 5 day's out-of-school suspension or long term suspension or expulsion.
  
31. Disruptive or Demeaning Language or Conduct - (use of hate language to demean other persons due to the race, gender, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech, which materially and substantially disrupts a class, any or all school activities, transportation, or school functions).
  - Step 1: 1 – 5 days of ISS
  - Step 2: 5 – 10 days of out of school suspension and/or long term suspension or expulsion.
  
32. Inappropriate Sexual Conduct - - (Refer to Policy and Regulation 1300)
  
33. Public display of affection and/or physically touching of another student in the area of breasts, buttocks and genitals in a public location.
  - Step 1: 1-5 days of in school suspension
  - Step 2: 1-10 days of out of school suspension
  
34. Use of sexually intimidating language, objects, or pictures
  - Step 1: 1-5 days of in-school suspension
  - Step 2: 5-10 days of out of school suspension
  
35. Indecent Exposure - - (includes display of breast, buttocks and/or genitals in a public location)
  - Step 1: 1-5 days of in-school suspension and counseling
  - Step 2: 1-10 days of out of school suspension and/or request professional counseling
  
36. Inappropriate use of school computer
  - Step 1: After school detention & loss of computer privileges for 1 week
  - Step 2: 1 day in school suspension & loss of computer privileges for 2 weeks
  - Step 3: 2 days in school suspension & loss of computer privileges for the remainder of the school year
  
37. Forgery
  - Step 1: Counsel, call parents
  - Step 2: 1 day of in-school suspension
  - Step 3: 2 days of in-school suspension

### **Assembly for Protests**

While students do have the right to freedom of speech, the Osborn R-0 School District prohibits protesting on school grounds. If a student leaves the school building without permission, they should be considered truant and parents and law enforcement should be contacted.

### **ADA Accessibility to School**

Several entrances to the school district facilities are accessible to persons with disabilities. The most convenient entrance appears to be the east door to the elementary wing of the school. A sloped walkway ramp provides for easy access to the elementary school east entrance. Once entering the facility, persons with disabilities are welcome to travel to the health office (which is located in the elementary wing) and request that school personnel meet with them in a reception area located adjacent to the health office. This procedure is intended to eliminate physical barriers and provide convenience for persons with disabilities.

### **Use of School Facilities** – see district policy #1420 for full explanation

School district facilities (i.e. old/little gym, multi-purpose room, classrooms, etc.) are available for community use when facilities are not required for instructional or extra-curricular/administrative purposes. Use of District facilities is subject to approval of the community group's application and is subject to conditions established by the Board of Education as set forth in administrative regulations. All activities must not interfere with the normal operation of the school or scheduled school events. The form must be filled out and returned to the office prior to the event. Forms can be picked up in the office or found online on our website.

### **Lost and Found**

Any non-claimed items that are left on the premises of the school will be placed in lost and found. These articles will be displayed from time to time in the cafeteria during lunch. Articles not claimed within a reasonable time will be disposed of or donated to charity.

### **Character Education**

Monthly assemblies will be held to teach the character trait of the month. Student council will host the assembly and character education curriculum will be student led. Teachers, support staff, administrators, and community members will reinforce the character trait of the month and recognize students as they demonstrate the trait. Students will be recognized each month at assemblies.

**Respect**

**Caring**

**Inclusiveness**

**Integrity**

**Responsibility**

**Courage**

**Honesty**

**Perseverance**

**Cooperation**

**Compassion**

### **Rights of Appeal and Grievance Procedure - Title IX Grievance Procedure**

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Osborn School District have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972.

Step 1: Employees claiming sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Step 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.

Step 2: If the grievance is not resolved at Step 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Step 2 must be within fifteen working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen working days after receipt of the complaint.

Step 3: If the complaint is not resolved at Step 2, the grievant may proceed to Step 3 by presenting a written appeal to the Superintendent within ten working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. The Superintendent or his/her designee within 10 working days will render a decision after receiving the written appeal.

Step 4: If the complaint is not resolved at Step 3, the grievant may proceed to Step 4 by presenting a written appeal to the President of the Board of Education within 10 working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within 10 working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination. In addition to maintaining policies prohibiting discrimination and harassment, the District has established procedures, which specify how individuals may proceed with filing a complaint if they feel their rights have been violated. The District's policies and procedures are available for review by students, staff, and the general public in the office of the Superintendent of Schools.

### **Civil Rights**

The Osborn R-0 School District is committed to ensuring each person's civil rights under the laws of the United States of America. Thus, the Superintendent of Schools has been appointed by the Board of Education as the duly authorized individual to maintain compliance by the District with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. The district has designated the Superintendent as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies. Contact the Superintendent at 275 Clinton Ave, Osborn, MO 64474 or 816-675-2217.

### **Equal Opportunity**

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

### **Discrimination/Harassment**

The District's equal opportunity policy extends to prohibitions against harassment of students or employees. This prohibition includes, but is not limited to, disparaging comments, written material, physical assaults, verbal threats, and offensive pranks. Persons who believe that they have been

harassed in violation of this policy should report the alleged harassment to the building principal or superintendent. The complaint will be investigated and appropriate action will be taken.

**Grievance Procedures, Concerns, Complaints, and Problem-Solving**

Concerns and complaints about federal programs, administration, teaching, curriculum, building practices and policies and any number of operational issues must be first addressed and discussed at the site level. In most cases, to take a concern beyond the site level, you will be asked to put your situation in writing. This helps to clarify the situation and areas of concern. In turn, you may be invited to participate in a conference with all those involved.

Complaints on behalf of the students should be first addressed to the teacher. Unsettled matters should then be brought to the building principal and or superintendent. If the matter cannot be settled by the superintendent/ administrator, it should be brought before the Board of Education during a regularly scheduled meeting. The decision of the Board will be final except in the case of complaints concerning the administration of federal programs. In that case the complaint may go to the appropriate department of DESE and from there on to the United States Secretary of Education.

(Form 1621 A is found on the next page)

# GRIEVANCE REPORT

Type of Program

TITLE I  
TITLE IV  
OTHER

TITLE IIA  
TITLE V

TITLE IID  
TITLE IX

Name of Grievant

Mailing Address

Home Phone

Cell/Work Phone

Name of Students if Applicable

Date of Incident

Description of Grievance (Please use an additional piece of paper if necessary.)

Steps or Procedures Taken Prior to this Report

List any Names of Witnesses and Their Contact Information

Please Identify the Results you are Seeking

Grievant is Requesting (Please mark all that apply.)

Meeting with a Teacher

Meeting with the Superintendent

Meeting with the Principal

To Present Grievance to the Board of Education

Signature of Grievant

Date

OFFICE USE ONLY

Date Recieved

Action Taken

Signature

Date



## **PUBLIC NOTICE**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. Early intervention services will be available for all eligible children by July 1, 1995.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during the regular school hours on day school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent /legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

ESSA (Every Student Succeeds Act) The ESSA is the most recent reauthorization of the historic Elementary and Secondary Education Act (ESEA), first passed in 1965, and it replaces the No Child Left Behind Act (NCLB) of 2002. ESSA will be fully in place beginning in the 2017-18 school year. Here are a few ESSA highlights: • Maintains annual assessments in grades 3-8 and high school • Reaffirms that states are in control of their standards and assessments • Sets parameters for state accountability systems but gives each state the flexibility to design a school accountability system that best meet the needs of students in their state • Gives states the flexibility to work with local stakeholders to determine how educators should be evaluated and supported each year • Provides for pilots at the state level so states can research new and improved methods of measuring student progress from year to year

## **SS SCS HB 174. HCS 325 and JUVENILE CRIME**

(Representative Phillip Smith)

The bill contains provisions concerning juvenile crime, youth violence, and tax credits for juvenile crime prevention, including the following:

### **PROSECUTION OF CHILDREN AS ADULTS**

1. Allows children who are between the ages of 12 and 17 to be prosecuted as adults for felony offenses as determined by the juvenile court findings, based on the seriousness of the offense, protection of the community, whether the child will benefit from treatment in the juvenile system; and the child's record, maturity, and age. Currently, children have to be at least 14 years old to be prosecuted as adults.
2. Requires the court to have a certification hearing if the child is alleged to have committed first or second degree murder, first degree assault, forcible rape, forcible sodomy, first degree robbery, distribution of drugs or has committed two or more prior unrelated felony offenses.
3. Allows children previously certified to be prosecuted as adults for subsequent offenses without another certification hearing, in certain cases. Current law requires another certification hearing, unless the child has been convicted as an adult; and
4. Adds racial disparity in certification as a criteria for court consideration in determining juvenile adult certification.

### **JUVENILE COURT RECORDS**

1. Allows the juvenile officer, in cases where the child has committed an offense that would be a crime if committed by an adult, to share the juvenile record with the victim, witnesses, school officials, prosecutors, persons having control of the child, or persons who may be treating the child.
2. Allows the juvenile officer, in cases where the child has committed an offense that would be a felony if committed by an adult to share non-identifying information with the public.
3. Makes public the record of the proceedings in juvenile court if the child has been accused of an offense which, if committed by an adult, would be a class A or B felony, or a class C felony, if the child has a prior adjudication of two or more unrelated acts which would be classified as A, B, or C felonies; and
4. Allows prosecutors to access records related to offenses committed by children where a certification petition has been filed.

### **DISPOSITION OF CASES**

1. Allows the court to invoke dual jurisdiction of both the criminal and juvenile codes for offenders under 17 years old. The court is authorized to impose a juvenile disposition and simultaneously impose an adult criminal sentence that is suspended, so long as the juvenile offender successfully completes the juvenile disposition. Beginning January 1, 1996, the bill contains indeterminate sentencing provisions, allowing placement in the Division of Youth Services pursuant to the dual sentencing provisions.
2. Allows the court to require parents or guardians to participate in activities that the court finds necessary to carry out the purposes of the juvenile code and allows the court to require the parents to pay when a child is committed for institutionalization.
3. Requires law enforcement officers to fingerprint children that they take into custody for an offense which would be considered a felony if committed by an adult. Also, a child that is a victim of abuse or neglect or a status offender may be fingerprinted and photographed.
4. Requires the juvenile officer to provide the prosecuting attorney with a copy of the motion to prosecute the child as an adult.
5. Allows the prosecutor to testify at the certification hearing as to the likelihood of prosecution of the child as an adult. No testimony by the prosecutor can be used at subsequent proceedings.
6. Allows certain prior juvenile offenses to be used to impeach the credibility of a witness or the defendant in a criminal case.

7. Requires law enforcement agencies to maintain a confidential record of the date and time a child is taken into custody and the date and time the child is released.
8. Requires the juvenile court to make a written assessment before disposition of the matter.

### **PARENT RIGHT TO KNOW**

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

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

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

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

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

### **Dyslexia Screening Plan**

The purpose of this document is to outline the actions of the Osborn Public School District as it relates to identifying and servicing students at-risk for dyslexia. This is in accordance with the Missouri Department of Elementary and Secondary Education dyslexia guidance document and screening organizer.

The following assessment tools will be utilized as evidence of student performance related to the skills listed below. These skills are listed in the DESE dyslexia guidance document and screening organizer for each grade level. Screening will identify students who are at risk of reading failure, be used to identify needs for intervention, and set goals for achievement.

The following actions will be taken in accordance with state department guidance:

First through third grade will be screened within the first thirty days of the year, mid and end of the year benchmarking. Progress monitoring shall occur for students not meeting norms.

Kindergarten will be screened by January 31, 2020. Kindergarten will also be screened by the end of the year. Progress monitoring shall occur for students not meeting norms.

Screening will include K-3 students transferring from a school within state (not previously screened) and those students transferring from another state.

A student will be screened in grades 4-12 if experiencing consistent difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher determination, or requested by the student's parent/guardian.

Exemptions to screening exist. Included in this list are students with a current diagnosis of dyslexia, students with intellectual disabilities and sensory impairment (vision/hearing).

English Learners may potentially have characteristics of dyslexia. These students are at times missed because difficulties in reading can be erroneously blamed on language acquisition. These students may be screened for dyslexia related risk factors.

Screening will be administered by Osborn R-0 Public School District. Training for individuals will be outlined in the professional development section of this document.

## **OSBORN R-0 SCHOOL DISTRICT ESSA COMPLAINT PROCEDURES**

**(As revised by Missouri Department of Elementary and Secondary Education April 2017)**

The following complaint resolution procedures apply to all programs administered by the Missouri Department of Elementary & Secondary Education (DESE) under the Every Student Succeeds Act of 2015 (ESSA). Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V.

### **Definition of 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.

All written complaints regarding programs implemented at Osborn R-0 School District shall be made to Mr. Richard Goin, Superintendent of Schools, 275 Clinton Avenue, Osborn, MO 64474.

### **Who May File a Complaint?**

Any individual or organization may file a complaint. Complaints may be filed with the local education agency (LEA) or with the Missouri Department of Elementary and Secondary Education (DESE).

### **Complaints Received by the Local Education Agency (LEA)**

Complaints filed with the local district concerning ESSA program operations in the Osborn R-0 School District are to be investigated and resolved by the district according to locally developed procedures, when at all possible. Such procedures provide for:

1. disseminating procedures to all stakeholders annually,
2. procedures regarding complaint resolution will be available upon request in all administrative offices within the district,
3. informal complaints will be addressed in a prompt and courteous manner,
4. the state educational agency (DESE) will be notified within 15 days of receipt of written complaints,
5. timely investigation and processing of complaints will be completed within 30 days, with an additional 30 days if exceptional conditions exist,
6. complaint findings and resolutions will be disseminated to all parties of the complaint and the local school board within 5 days of the conclusion of the investigation.

A complaint not resolved at the local level may be appealed to the Missouri Department of Elementary and Secondary Education, which will be processed according to the procedures outlined in sections below.

### **Complaints Received by the Department of Elementary and Secondary Education (DESE)**

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.

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.

In addition to the procedures listed 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).

#### **Appeals to the Department of Elementary and Secondary Education**

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.

If a complaint is not resolved at the state level (Department of Elementary and Secondary Education), the complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

#### **Procedure Dissemination**

1. This procedure will be disseminated annually to all parents during parent/ teacher conferences.
2. Complaint procedures will be posted on the district website: <http://www.osbornwildcats.org/>
3. Complaint procedures will also be available in the Office of the Superintendent and Principal's office.
4. Additional information regarding ESSA complaint procedures may be obtained at the state website <http://dese.mo.gov>
5. DESE will keep records of any complaints filed through this policy.

# EXTRA CURRICULAR ACTIVITIES HANDBOOK

## Extra-Curricular Activities

National Honor Society	9-12
Future Business Leaders of America	9-12
Future Business Leaders of America (Middle Level)	7-8
FFA	9-12
Student Council	7-12
Junior High Scholar Bowl	7-8
Varsity Scholar Bowl	9-12
Varsity and Junior High Basketball	9-12; 7-8
Varsity and Junior Varsity Baseball	9-12; 7-8
Varsity & Junior High Football	9-12; 7-8
Varsity & Junior High Softball	9-12; 7-8
Varsity Cross Country	9-12
Varsity & Junior High Basketball Cheer	9-12; 7-8
Football Cheer/ Competitive Cheer	9-12
Varsity Baseball	9-12
Varsity and Junior High Track and Field	9-12; 7-8
Vocational/Instrumental	7-12
Book Club	9-12

The intent of this portion of the activities handbook is to inform the participants, and their parents, of the rules for all extracurricular activities at Osborn R-0 School District. As a participant in extracurricular activities, it is your duty to read and to comply with them.

Participation in extracurricular activities is a privilege, not a right. As a participant you are a representative of your school, community, and family. As such, you are expected to follow the code of ethics and conduct given in this handbook.

### Eligibility for Extracurricular Activities

The activities that are affected by eligibility requirements:

Band/Musical Events  
Baseball  
Basketball  
Cheerleading  
Class Officers

Cross Country  
FBLA  
Football  
FFA  
National Honor Society

Softball  
Scholar Bowl  
Student Council  
Track  
Baseball

\*attendance to any after-school activity, event or school field trip

Osborn R-0 School District is a member of the Missouri State High School Activities Association and adheres to their policies dealing with eligibility and citizenship. Policies state that students of the Osborn School District:

1. Must be creditable citizens and judged so by the proper authority.
2. Attend classes the day before, day of, and the day after the activity.
3. Abide by the rules set forth by the coach or sponsor of the activity.
4. The student will not be eligible if he or she has an F or two D's at grade check.

All students must ride the bus to and from the activity. Only if the parent or legal guardian notifies the sponsor or principal/AD by signing a permission slip/sign-out sheet provided by the sponsor, can the student ride home with the parent.

Ineligibility includes sports, club activities, extra-curricular field trips, FFA activities, music competitions/activities, band competitions/activities, dances, school plays, and other special events unless it is for a grade.

MSHSAA rules regarding F's at semester still stand. MSHSAA requires a student must have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in a semester. At Osborn R-0, a student must pass six of the seven classes they are enrolled in during a semester. Seminar does not count toward the seven classes. If a student does not pass six of the seven classes he or she would be ineligible for a semester.

To be in good standing and be eligible for extra-curricular activities, an OHS student must receive a passing grade in all academic classes.

Students who are declared ineligible with one F or two D's are required to practice but may not suit, play, or perform in contests. They will travel with the team, be in the dugout, on the bench, and on the sidelines.

### **CODE OF ETHICS**

If I am selected to represent an Osborn R-0 School District Activities program, I will sincerely endeavor to contribute my best to the success of that program. Therefore, I agree to abide by the provisions of the following "Code of Ethical Behavior". I am also aware that if I do not live up to this agreement, I must accept the consequences, which may include dismissal from the activity in which I am participating. I am also aware that the Athletic Director and/or coach /sponsor reserves the right to accelerate the consequences listed, based upon the intent of my actions. I realize that if school policies are violated, the procedure and penalties of those policies may take precedence over, or be in addition to, those described in the following rules of conduct for participants. This policy is in effect from the first day of summer vacation, to the last day of school.

#### **General standards of conduct**

- Students must meet all MSHSAA standards of scholarship, eligibility, school attendance, etc.
- Students must be a good citizen.
- Students must be responsible for proper use and return of all equipment entrusted to him/her.
- Penalties for violation of any of the preceding are determined by the Coach, Athletic Director and/or Administrator.

**Drug possession or paraphernalia, use or abuse, including use of alcoholic or cereal malt beverages, tobacco, or the use of other controlled substances, and any criminal charges filed or police arrest.** If any offense violates School Board or Student Handbook policy, the student is subject to penalties of the policy. In all cases, Board of Education school policies supersedes any code of ethics policies, (if any of these offenses occur on school property, or at school events, the

student could be expelled or suspended from school for up to 180 days.) Any school suspension will be penalized under the progression of the code of ethics and will apply against the following sports season that the student is involved in.

**School issued property - Loss of, improper care of, and/or failure to return**

All music participants who will be using a school owned musical instrument will pay a \$50.00 (fifty dollar) instrument/usage fee. All participants who are issued a uniform will pay a \$10.00 (ten dollar) uniform fee. This will be paid before any instrument and/or uniform is issued and WILL NOT be returned. Participants will sign a checkout sheet and verify the condition of said instrument and/or uniform with the instructor and/or coach/ sponsor at the time of check out. Any misuse and/or violations could result in restitution, restriction from public recognition, and/or suspension from contests.

**Attendance at practice**

Athletes must have current physical and insurance information before they can participate in practice or represent the school in any activity. Physicals taken on or after February 1 of the preceding school year are valid for the upcoming school year.

Attending practice is an important part of any extra-curricular activity. It is vital to the team and to the participant. If a participant knows of any absences, talk to the coach and/or sponsor and discuss with them how to make up the practice. If a participant misses a practice without discussing it with the coach/sponsor, the penalty may be missed time at the next competition or suspension from the team. Absences that are in compliance with the Handbook and Board of Education are exempt from the above rule. It will be the participant's responsibility to make up any training they missed before being allowed to play in the next contest.

It is also vital to the team that every participant be on time to, and stay for the full practice time.

First Offense: The coach may require extra training from the participant.

Second Offense: The coach may require extra training from the participant and the coach will keep track of the time a participant is tardy and/or time left in practice if participant leaves early.

**Unsportsmanlike conduct/removal from activity**

Participants will sit on the sidelines and cannot participate in the remaining minutes of the contest/event. The Coach, Activities Director and participant will hold a conference to discuss the severity of the offense and the punishment that will be assessed.

If offense was inadvertent - participant will sit out one quarter of the next contest.

If offense was flagrant (written up by official) - participant will sit out one full contest. Second flagrant offense - participant will be dismissed from the activity/squad.

**Disrespect, insubordination, misconduct and/or assault**

Participant, coach/sponsor, parent, and Athletic Director will discuss the matter. The penalty will be suspension for an unlimited number of contests or permanent suspension may occur.

**Vandalism and/or destruction of property**

Any circumstances will result in loss of one game/meet and restitution. Dismissal from the team and restitution is possible.

**Theft/receipt of stolen property**

First Offense: parents will be notified and athletes will be suspended for 20% of contests or regular season scheduled activities that students participate in. (Example: if an athlete plays varsity and junior varsity, it would be 20% of each schedule. The athlete would sit out both the varsity and junior varsity game that week.) Second Offense: parent will be notified plus suspension from all extra-curricular activities for the rest of the year.



## **Transportation**

Transportation to and from all school activities is provided by Osborn R-0 School District. All participants are required to ride the bus to and from event/practice unless other arrangements have been approved by the Athletic Director, Principal and Coach/Sponsor. Participants will obey rules of courtesy on the bus, i.e. no loud talking, and seating will be by gender. All trash will be removed when departing the bus.

First Offense: offender will sit with coach/sponsor.

Second Offense: offender will sit with coach/sponsor and miss one quarter of the next game/meet.

Third Offense: offender will not be able to ride the bus, therefore missing all away activities. Offenders will not be allowed to participate at game/activity upon arrival by other means of transportation. Participant/athlete may ride home from activity with parent/guardian by receiving permission and signing release form with coach/sponsor.

## **PROCEDURES**

### *Investigation*

When a violation is suspected, the coach/sponsor, with the assistance of the Activities Director shall attempt to gather as much information as possible from as many sources as they deem appropriate. In cases that are extreme or serious in nature, the school administrator will be involved in the investigation. The investigation may include, but is not limited to, conferences with students, teachers, parents, law enforcement officials, and the students involved in the suspected code violation. All information collected shall be documented.

### *Due process*

If, after the investigation, violation of policy is suspected the sponsor and administrator will hold a conference with the student explaining the charges and providing an opportunity for the student to respond. Conferences shall be conducted within five school days after the conclusion of the investigation. Parents, legal guardians, legal counsel, or other appropriate representatives will be allowed at the student's request.

If a student has committed an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be allowed to represent the school in activities pending the legal resolve of the case. All proceedings with the legal system have to be concluded and any penalty or special conditions of probation have to have been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. IF THERE IS AN ADMISSION OF GUILT, OR, IF AFTER REVIEWING THE CASE, SCHOOL OFFICIALS BELIEVE THERE IS STRONG EVIDENCE (e.g. witnesses, and/or information which strongly indicates guilt) THE SCHOOL DISTRICT MAY RESTRICT OR SUSPEND PARTICIPATION.

### *Notification stage*

After a decision has been made regarding the penalty, a meeting will be held to inform the student of the decision. Parents will be notified in cases involving restrictions or suspension from participation.

### *Enforcement*

Any penalty involving suspension from activities will begin on the next school day from the date that the student and/or parents have been notified.

### *Appeals*

Students must submit to the Activity Director a written appeal within forty-eight (48) hours or two (2) school days from the time they are officially notified of the penalty.

## LETTERING REQUIREMENTS

Students will be given a certificate congratulating them for meeting the requirements to letter in the extracurricular activity they have participated in. The school will provide the student with the chenille "O" upon the student earning his/her initial letter. The school will also provide letters for student athletes who earn an All-District, District Champion, All-Conference, Conference Champion, All-State, and State Champion honor. Once the athlete has earned his/her letter, he/she will receive a symbol of the sport and a "bar" of service to represent each year of participation.

### **Jr. High Softball**

Any athlete who displays full intent and desire to grow, learn, and shows good teamwork and sportsmanship with the coaches and teammates of Osborn R-0 junior high softball team will receive a letter for the first year of participation and a bar for subsequent years.

### **Varsity Cross Country**

Any athlete who displays full intent and desire to grow, learn, and shows good teamwork and sportsmanship with the coaches and teammates of Osborn R-0 Cross Country team will receive a letter.

### **Jr. High Basketball**

Any athlete who displays full intent and desire to grow, learn, and shows good teamwork and sportsmanship with the coaches and teammates of Osborn R-0 junior high basketball team will receive a letter for the first year of participation and a bar for subsequent years .

### **Varsity Basketball**

Athletes must have an average of one (1) quarter of playing time per game for the season.

### **Pep Band/Ensembles**

Students will earn points for participation in pep band/ensembles that are listed on the yearly letter required points page.

### **Jr. High Track**

Any athlete who displays full intent and desire to grow, learn, and shows good teamwork and sportsmanship with the coaches and teammates of Osborn R-0 junior high track team will receive a letter for the first year of participation and a bar for subsequent years.

### **Varsity Track**

Athletes must score seven (7) points in a track season.

### **Varsity Baseball**

TBD by the head coach

### **JUNIOR VARSITY AND VARSITY - Definition**

The status of junior varsity and varsity is NOT determined by the grade of the athlete. The status is determined by the athletic ability of the athlete at the discretion of the coach.

## SPECIFIC EXTRA-CURRICULAR INFORMATION

### **WildCard Athletics**

As part of our Athletic Sports Cooperative between Stewartsville C-2 all information in regards to the Cooperative Sports Teams Rules and Procedures can be found in the WildCard Athletic Handbook.

### **Scholar Bowl Team**

The Academic Team gives students a chance to be involved in non-physical competition in addition to physical competition such as basketball and track. The Academic Team allows students to develop thinking and brainstorming skills, which are easily transferable to college or professional pursuits. As in all competition, guidelines and rules must be established to keep it fair and so all individuals will have an equal chance of success.

### **Jr. High Scholar Bowl Team**

Members must attend 85% of all practices. Team members will be excused from practices due to other school related activities or an illness (with a written excuse from either parent/guardian or doctor). A member will be allowed to have tardies in the amount of 5% of the practices. A member will be allowed to miss only one match and show three attempts to answer per match, per meet. A missed practice can be made up by meeting with the coach no later than two school days after said absence and answer ten questions, of the coach or coach's choice, from the prepared study guides that are used for practice sessions.

### **Varsity Scholar Bowl Team**

Members must attend 85% of all practices. Team members will be excused from practices due to other school related activities or an illness (with a written excuse from either parent/guardian or doctor). A member will be allowed to have tardies in the amount of 5% of the practices. A member will be allowed to miss only one match and show three attempts to answer per match, per meet. A missed practice can be made up by meeting with the coach no later than two school days after said absence and answer ten questions, of the coach or coach's choice, from the prepared study guides that are used for practice sessions.

### **National Honor Society Requirements and Guidelines**

The National Honor Society Philip Plummer Chapter requirements for admission are that a student must be of sophomore status, and must have attended Osborn High School for two consecutive semesters. Students must have a cumulative grade point average (GPA) of 3.67. They must also complete an application to be reviewed by the NHS Faculty Council on the basis of service, leadership, character and scholarship.

Once a student becomes an active member of NHS, their membership status must uphold certain guidelines that have been set by the Faculty Council. Members must maintain a cumulative GPA of 3.33. Members who fall below a "C" during any quarter or semester will be placed on probation for one quarter. If at any time they earn less than a "C" again, it is the discretion of the NHS Faculty Council to terminate their membership. The NHS member may choose to discuss their membership status at a hearing held with Faculty Council members. The NHS Faculty Council recognizes circumstances that may exempt a member from dismissal. Also, instances that result in flagrant violations of school rules or civil law will be heard by the Faculty Council, and could lead to the dismissal of a member.

### **Wall of Fame**

Any student involved in extracurricular activities and achieves any honors equal to or greater than "All Conference" will be honored on the Osborn Wall of Fame. "Competitors only" in any extracurricular activity will not be considered for the Osborn Wall of Fame.

### **Fundraisers**

The administration will give final approval of all fundraisers used by any class, group or organization within the Osborn R-0 School District. All sales should be completed within a two-week period. A reasonable amount of merchandise shall be purchased and must be approved by administration. Sponsors are responsible for bookkeeping and initial approval of sale items and planned activities. Sponsors and students will decide on a percentage of activities that class members must participate in to be eligible for Senior Trip or other similar activities. Fines may be assessed to class/organization members who do not participate in fundraisers. Fines must be approved by the administration before they are imposed. Fines will not exceed twenty dollars for a single event missed. Sponsors and students may work together to make arrangements to cover work shifts that are missed. A substitute may be used to cover a shift if they are approved by the class sponsor. If no approved substitute can be found a fine of up to twenty dollars can be assessed to the student. Failure to pay assessed fines may result in loss of prom and or senior trip.

### **Carnival**

Grades 7 – 10 will have two games. Grades 11 & 12 can have up to 3 games each including the dinner and/ or student auction, if scheduled. Grades 11 and/or 12 will have first choice on which class will sponsor the Carnival dinner. If any class requests to have a raffle during the Carnival, only two will be approved on a first come basis.

### **Other Fundraising**

Grades 7 - 10 may conduct one all-school fund-raising event other than carnival. Fundraisers need to be approved in advance by the principal and recorded on the school calendar to avoid overlapping of activities. Grades 11 - 12 may have a joint fundraiser and/or two fund raising activity per class. Either class may sponsor the Homecoming dinner or it will be given to another class or organization. Fundraisers need to be approved in advance by the principal and recorded on the school calendar to avoid overlapping of activities. Fundraising during the summer is not considered in the two allotted per class.

### **Ballgame Admission Prices/Athletic Pass**

- Adults - \$4.00
- Students - \$3.00
- Senior citizens - \$1.00
- Preschool - Free
- Adult season pass - \$30.00
- Family season pass - \$50.00 (admits both spouses and children)
- Elementary student season pass - \$10.00
- High school student season pass - \$10.00

Athletic passes may be purchased in the high school office and may only be used for athletic events. Passes are not valid for tournaments or district contests. Students will not be allowed to leave and re-enter the building during ball games without prior permission.

### **Drug Testing**

#### Background and Purpose

The Board of Education of the Osborn R-0 School District is committed to preventing student drug use and offering a safe and secure drug-free environment in the school setting. In order to do this, the Osborn R-0 School District wants to aid in keeping students accountable for being drug free by performing randomized drug screenings during each school year. In an effort to protect the health and safety of students from illegal drug use and abuse, The Osborn R-0 School District adopts the following policy for drug testing of students in grades 7-12

To assist students in making healthy and safe choices, the district will require students and parents/guardians to consent in writing to random drug testing as a condition of participation in covered activities for grades 7-12. Covered activities include all extracurricular and co-curricular activities,

including athletics, band, choir, cheerleading, academic competition, student organizations and clubs, attendance at school sponsored dances, and parking on the Osborn R-0 campus. The list of covered activities to be tested will be published annually and made available to students and parents. The goal and purpose of this policy is not to levy discipline but rather aid in the discovery and prevention of possible drug-related problems, to encourage treatment for students with substance abuse problems, and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

**As a condition of participating in extracurricular covered activities high school students and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures.**

This program does not affect other policies and practices of the Osborn R-0 School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

#### Confidentiality

The results of random drug testing are a type of student record that is particularly sensitive and protected by numerous state and federal laws. Test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials. Student information shall be protected from unauthorized, illegal, or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing, or electronically and regardless of the type of record or method of storage. All appropriate laws and school policies will be used to enforce violation of confidentiality.

In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in extracurricular activities as defined in this policy and for eligibility for a student parking pass. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record, will not be reported to law enforcement, and will not be communicated to any other party unless the school district is subpoenaed.

For random drug testing, each student will be assigned a number that will be maintained in the Activity Director's office. This number will be the student's identification number for testing and will not change. Only the activity director and district staff designated by the superintendent to assist the activity director in administering the drug testing program will have access to student numbers.

#### Enrollment Period

Any student wishing to participate in covered activities, including co-curricular activities, extracurricular activities, or have parking privileges on school grounds, shall enroll during the designated time period at the beginning of each school year. Students may not opt out of the program and then opt in at a later date. New students to the district will be given a one week (seven calendar day) enrollment period starting when they begin classes. Once a student enrolls in the program, he or she will continue to be enrolled in the program until the student graduates from Osborn R-0 School District, unless the student otherwise drops out of the pool as described below.

Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the Activities Director. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she must come in and meet with the Activities Director to drop out of the testing pool. **Once a student enters the pool, he/she must remain in the pool for the remainder of**

that school year to be eligible to participate in covered activities or park on school property for that school year.

### **Procedures and Guidelines**

A copy of the test administrator's drug testing procedures will be provided to parents upon request.

### Consequences

Consequences shall be cumulative from grades 7-12. A positive test through this random drug testing program will not result in suspension from school or academic sanctions. Alternate assignments will be given for students who are ineligible to participate in cocurricular activities for which a student receives a grade (e.g., band, choir, etc.). The district will not report results to law enforcement. Students who test positive through the random drug testing program will be excluded from participation in covered activities as follows:

- **First Offense**--All students with a positive drug test will be excluded from participation in all covered activities and privileges for a period of 30 days from the date the test results were determined. The student may not attend practice sessions or team functions or sit with or participate with fellow participants during activities. All students with a positive drug test shall be required to attend a minimum of five hours of licensed counseling that specifically addresses drug abuse, at parent/guardian expense. The counselor, with the legal consent of the parent and student, is to provide a written report of completion of the drug counseling program to the school. Students also must participate in all random screenings for the remainder of the school year at the expense of the parent/guardian.
- **Second Offense**--A second positive test will result in the student being ineligible to participate in all covered activities for 180 calendar days from the date the test results were determined. All students with a second positive drug test shall be required to attend a minimum of 15 hours of licensed counseling that specifically addresses drug abuse, at parent/guardian expense. The counselor, with the legal consent of the parent and student, is to provide a written report of completion of the drug counseling program to the school. Students also must participate in all random screenings for the remainder of the school year at the expense of the parent/guardian.
- **Third Offense**--A third positive drug test will result in the student being ineligible to participate in all covered activities for the rest of the student's enrollment in the Osborn R-0 School District.

### Refusal to Submit to Drug Use Test

If a student refuses to submit the random drug testing consent form will be automatically ineligible for 365 days from extra-curricular and/or co-curricular activities.

The District will immediately notify the parents/guardians of any student refusing to test. If the student still refuses to test, the student will be treated as having withdrawn from the program. Students who withdraw from the program will be ineligible to participate in covered activities for the next 365 days.

**\*\*\*Our on-going COVID plan will supersede all information in the handbooks until the risk of the pandemic has been minimized.\*\*\***

### Contact Information

If questions arise, please feel free to contact the following school administrators:

School Phone: 816-675-2217

School Address:

Osborn R-0 School  
275 Clinton Ave.  
Osborn, MO 64474