



# **Fatima High School**

**2017- 2018**

# **Student Handbook**

**Osage County R-III School District**

**Fatima High School  
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# FATIMA HIGH SCHOOL

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## Faculty and Staff

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## INTRODUCTION

Welcome to the 2017-2018 school year. Our school's success and strength will depend on the efforts of those who compose it. We are proud of our school, its goals, accomplishments and traditions. We hope that each of you will share with us this pride of belonging that is basic to success.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations. Membership or participation in a school-sanctioned activity is a privilege, not a right. Students and parents alike are urged to thoroughly familiarize themselves with the content of this handbook. Most of the answers to questions that may arise should be listed here; however, students and/or parents are urged to inquire about any problem for which they feel the need for further information.

### **Mission Statement**

The mission of the Osage County R-III School District, in partnership with parents and the community is to provide all students the opportunity to reach their learning potential in a safe environment and to prepare them to achieve their lifelong goals as responsible citizens.

## LEGAL ISSUES

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

The Every Student Succeeds Act (ESSA) was signed on December 10, 2015. It reauthorizes the 50-year-old Elementary and Secondary Education Act (ESCA), the national education law and longstanding commitment to equal opportunity for all students. The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. This new law, effective August 2016 allows for an 18 month transition period. It also shifts authority of public schools back to state and local control. The specifics of this law will become known over the next year as the state establishes guidelines.

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

Under the McKinney-Vento Act, homeless children and youth are guaranteed an education equal to what they would receive if not homeless.

#### *Who is Homeless*

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

- Sharing the housing of others (doubling-up) due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Awaiting foster-care placement
- Living in a nighttime residence that is a public/private place not designed for or ordinarily used as a regular sleeping accommodation
- Living in cars, parks, abandoned buildings, substandard housing, bus/train station, or similar setting

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

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

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

#### *Enrollment*

The McKinney-Vento Act requires the immediate enrollment of homeless children and youth. These children must be allowed to attend school even if they are unable to produce immunizations/medical records, proofs of residency, birth certificate, previous academic records, or other documentation required for enrollment.

### *Transportation*

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

### *The Homeless Coordinator*

A school district's homeless coordinator plays a vital role in ensuring that children and youth experiencing homelessness enroll and succeed in school. The McKinney-Vento Act requires that every school district appoint a homeless coordinator who serves as the link between homeless families and school staff, district personnel, shelter workers and social-service providers. The Osage County R-III School District Homeless Coordinator is Jeff Buthod, High School Principal (573) 455-2375. You may also call Missouri's Homeless Coordinator at (573) 522-8763.

## **Notice of Non-Discrimination**

The Osage County R-III School District does not discriminate on the basis of race, color, national origin, gender, age or disability. This policy pertains to admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning complaints with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 is directed to Mr. Chuck Woody, Superintendent; and section 504 of the Rehabilitation Act of 1973 is directed to: Karen Keller, Principal, Osage County R-III School, PO Box 37, Westphalia, MO 65085, 573/455-2375

## **NCLB Non-Public Complaint Procedures** *Missouri Department of Elementary and Secondary Education*

The Federal No Child Left Behind Act (NCLB), Title IX Part E. Sec. 9503 requires the Missouri Department of Elementary and Secondary Education (DESE) to adopt a complaint process for participation of private school children.

### *Who May File a Complaint*

A local education agency (LEA) is required to provide to eligible private school children, their teachers, and their families Title I services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families. Private school officials have recourse through the complaint process if they do not believe their eligible children, teachers, or families are receiving equitable services.

### *Address to File a Complaint*

The complaint should be addressed to Director, Federal Grants Management, Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, Missouri 65102-0480.

### *Definition of a Complaint*

A private school official has a right to complain to the state educational agency (SEA) that the LEA did not engage in a timely and meaningful consultation process or did not give due consideration to the views of the private school officials. Any dispute regarding the accuracy of low-income data for private school students also can be the subject of a complaint. A formal complaint must be a written, signed statement that includes specific details of the situation of noncompliance by the local education agency.

### *Alternatives for Filing Complaints*

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject to an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described as follows:

### *Informal Complaints Received by the SEA Office*

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning nonpublic issues in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### *Formal Complaints Received by the SEA Office*

1. Record – Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, and facts on which the complaint is based, will be initiated.
2. Notification of LEA – The SEA will inform the involved school district(s) of the complaint.
3. Report by SEA – Within thirty (30) days after receiving a complaint, the SEA will gather needed information including documentation and statements of the parties and may conduct an independent investigation. The SEA may provide technical assistance and may facilitate an appropriate resolution to the complaint through an on-site visit if required.

### *Decision*

The SEA will resolve the complaint and will provide the parties a written summary of the investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. The complainant or the LEA may appeal the decision of the SEA.

### *Appeals*

Appeal to the U.S. Department of Education. No later than 30 days following the written response by the SEA, or in the event the SEA fails to resolve the complaint within a reasonable period of time, the private school official may appeal the decision of the SEA to the secretary of the U.S. Department of Education. Such appeal must be accompanied by a copy of the SEA's written response, if available, and a complete statement of the reasons supporting the appeal. The secretary must complete an investigation of the complaint and resolve the appeal within 120 days after receipt of the appeal.

### *Procedure Dissemination*

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators and nonpublic officials. LEA's are asked to distribute the complaint procedure to nonpublic entities during consultation meetings.
3. DESE will keep records of any complaints filed through this policy.

## **504 / Title II Public Notice**

The Osage County R-III School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary/secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Osage County R-III School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (1) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (2) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Osage County R-III School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Special Services Office during regular school days and times.

This notice will be provided in native languages as appropriate.

## **Grievance Procedure**

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Osage R-III School District.

The complaint should be in writing and contain information about the alleged discrimination, such as: name, address, phone number of the complainant, and the location, date, and description of the problem. Alternative



means for filing complaints, such as personal interviews or tape recording, of the complaint will be made available for persons with disabilities on request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible, and no later than within 60 calendar days of the event. Complaints should be submitted to Paula Logan, ADA Coordinator.

Within 15 calendar days after receipt of the complaint, the ADA coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of Osage R-III and offer options for substantive resolution of the complaint.

If the response does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the Osage R-III Board of Education.

Within 15 calendar days after receipt of the appeal, the Board of Education or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 days after the meeting, the Board of Education or their designee will respond in writing, and where appropriate, in a format accessible to the complainant.

The Osage R-III School District will keep for a period of at least three years all written complaints received by the ADA Coordinator, appeals to the Board of Education, and responses from the ADA Coordinator and the Board of Education.

### **Public Notice**

All responsible public agencies are required to locate, evaluate and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Osage County R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The Osage County R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Special Services Office during the hours of normal school days.

This notice will be provided in native languages as appropriate.

### **Religion Compliance**

The Osage County R-III School District does not maintain any policy that prevents or denies participation in constitutionally protected prayer in public elementary and secondary schools.

## **Video Monitoring Devices**

The Osage County R-III School District has video monitoring devices to help maintain orderly conduct within the parameters of the school and to provide some type of monitoring system to help deter breaking and entering.

Due to state and federal law, the only individuals allowed to view tapes are the school administration and school board members. To ensure the rights of all students are protected, the only situation in which a student or parent shall be allowed to view a tape will be when only one student is involved in an incident.

## **Directory Information**

Fatima High School regularly releases "Directory Information" about students. Names, addresses, and phone numbers of secondary students will be released to military recruiters, and institutions of higher education. Under the Family and Educational Rights and Privacy Act (FERPA), parents have the right to opt their children out of this practice. If you wish to "opt out" of all directory information releases, please request a Directory Opt-Out form from the high school office.

## **Student Authorization to Disclose Information**

As defined by the Family Educational Rights and Privacy Act (FERPA) (20 U.X. C. Section 1232; 34 CFR Part 99), students age 18 or older must authorize Osage R-III to disclose educational records including but limited to attendance, immunizations, course schedule, grades, etc. Should eligible students choose to not sign/return an authorization to disclose information, at the time the student attains age 18, parent(s)/legal guardian(s) will not be granted access to any student record including, but not limited to Lumen Parent Portal, grades, attendance, etc.

## **Standard Investigative Procedures**

1. School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection.
2. The school retains the authority to conduct routine patrols around student used parking areas. The interior of an automobile in the parking areas may be searched if the school authority has reasonable suspicion to believe that such a search will turn up evidence that a student has violated the law or school rules.
3. Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing a controlled substance, paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and refuses to surrender such articles or allow for a reasonable search of shoes, pockets, etc. Parents will be contacted.
4. Interviews with police/juvenile officers and other law agencies will be conducted with the principal present. The school administrator is responsible for making an effort to ensure student rights are not violated. THE OSAGE COUNTY R-3 SCHOOL DISTRICT HAS LEGAL JURISDICTION DURING THE SCHOOL DAY AND AT APPROVED EXTRACURRICULAR ACTIVITIES. Parents will be contacted either by the authorities or the high school principal or designee.
5. When law officials are in the building to conduct interviews, the building administrator will always verify and record the identity of the officer and the need to talk to the student in question. This shall be conducted in private and in the least disruptive manner.
6. Fatima High School reserves the right to use drug dogs on and around campus areas at any time.
7. Every student will take the alcohol breath test when administered at a school dance. If a school authority has reasonable suspicion that a student may be under the influence at other school events, that student will be asked to use the breath test in a private area of least disruption. Parents will be notified when individual students have been asked to supply a breath analysis. Refusal could result in law officials being contacted.
8. All students have a right to appeal decisions to the superintendent. Where long-term suspensions (more than ten days) are imposed, the student has due process rights and will be granted a hearing.

# GENERAL INFORMATION

## District Website

The Osage County R-III School District web address is [www.fatimacomets.org](http://www.fatimacomets.org). The web site contains information pertaining to the district that can be very beneficial to the patrons of the district, including the school calendar, staff information, upcoming school events, etc.

## School Visitors

The Board of Education encourages parents and other citizens to visit Fatima schools and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff and to protect the district's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district and an increased sense of collaboration and cooperation between the community and the schools. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. Building principals shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits.

In exercising their discretion, the principals shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. Appropriate administrative rules shall be developed to provide guidance for school personnel so that worthwhile experiences may be provided for those persons who enter onto school premises as visitors. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

### *Rules for Visitors:*

1. General Requirements for Visitors to Schools
  - a. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
  - b. All visitors will enter the building at the High School entrance. A buzzer system is in place to gain entry.
  - c. All visitors are required to register with the High School office. All visitors must wear an appropriate form of identification, issued by the office at the time of entry, when on school premises.
  - d. All school visitors must comply at all times with Board of Education policies, administrative rules and school regulations.
2. Visitors to Classrooms or Other Instructional Areas
  - a. Visitors will not be allowed to visit teachers or go to a classroom during the school day without prior permission from an administrator. As a general rule, parents and/or former students will not be allowed to visit a teacher or go to the teachers classroom during the school day unless prior permission has been granted and approved by the teacher and the building principal. In addition, parents will not be allowed to visit and/or sit with their child in a classroom during lunch unless there is a special circumstance and it is approved by the building principal. Access to particular classrooms or other instructional areas of the school are restricted for the safety of our students and staff.
  - b. Visitors wishing to conference with teachers or administrators during the course of the school day must make arrangements in advance.
3. Special Situations
  - a. Both custodial and non-custodial parents of a Fatima student have rights to visit the child's school unless a court order exists restricting such contact. In the event a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit. The school has no legal duty to do so if the non-custodial parent has visiting rights.
  - b. The building principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such

individual shall be directed to leave the school premises immediately and law enforcement shall be called if necessary.

## **Dismissal from Class**

The ringing of the bell is a signal that the class has ended. All students should remain in their seats until excused by the teacher.

## **2017 / 2018 Bell Schedule**

7:30	Nichols Bus Departs
7:55	Warning Bell
8:00 – 8:46	1 <sup>st</sup> Hour
8:46 – 8:52	Homeroom
8:56 – 9:42	2 <sup>nd</sup> Hour
9:46 – 10:32	3 <sup>rd</sup> Hour
10:36 – 11:22	4 <sup>th</sup> Hour
	1 <sup>st</sup> Lunch 11:22 – 11:47 (Class 11:51 – 12:40)
11:26 – 12:40	5 <sup>th</sup> Hour
	2 <sup>nd</sup> Lunch 12:15 – 12:40 (Class 11:26 – 12:15)
12:44 – 1:30	6 <sup>th</sup> Hour
1:34 – 2:20	7 <sup>th</sup> Hour
2:24 – 3:10	8 <sup>th</sup> Hour

## **Tardiness**

The tardiness of even one student can detract from the progression of the entire class. All students, including those not riding the school bus, are expected to be in first period class by 8:00 AM. Late arrivals must report to the high school office for a pass to class. Each student should make a conscientious effort to be on time to every class. Whenever a student is tardy (periods 2-8) he/she will be admitted to class but if the tardiness is the students' fault or a student makes a practice of being late to class or disturbs the class when arriving late, the teacher will refer him to the principal's office and disciplinary action may be expected.

## **Absences**

In order for students to excel academically and to reach their full potential they must attend school regularly and arrive at school on time. If students are chronically tardy or absent they will struggle to keep up with their school work, making it very difficult for them to achieve academic success.

The school system realizes that medical and dental appointments, death of a family member and illness are legitimate reasons for being absent. If a student is absent for any of these reasons, he/she will receive an excused absence. Absenteeism for reasons other than these must be judged on an individual basis.

Whenever a student is absent from school, a parent must call the principal's office before 10:00 AM. If this is not possible, on the day of return the student should present to the principal's office (before the first hour bell rings) a written excuse from the parents which is dated and states the reason for the absence. When an absence has been excused the student bears the responsibility of obtaining and making up missed assignments due to the absence. If a parent does not call or a note is not presented to the office, the absence is unexcused. *If the absence is unexcused, missed work cannot be made up.*

## **Junior High Attendance Policy**

Regular school attendance is vital for a junior high student to be successful. If students are not at school it is very difficult for them to keep up with their studies and school work. Obviously, there are times when a student must miss school because of illness, doctor's visits or other legitimate reasons. This policy was put into place to help deter unnecessary absences. The absences a student accumulates will start over each semester. If your child has an excessive amount of absences it is important that you document the reasons for each of their absences.

5<sup>th</sup> Absence: An informational letter will be sent home to parent(s) letting them know that their child has 5 absences.

- 8<sup>th</sup> Absence: An informational letter will be sent home to parent(s) letting them know that their child has 8 absences.
- 10<sup>th</sup> Absence: An informational letter will be sent home to parent(s) letting them know that their child has 10 absences and if their child misses an additional day they will be referred to the Juvenile Office. This letter will also let parent(s) know that if their child has additional absences, this will increase their chances of being retained in their current grade.
- 11<sup>th</sup> Absence: An informational letter will be sent home to parent(s) letting them know that their child has missed 11 or more days of school and they are in danger of being retained in their current grade. Additionally, a referral will be sent to the Juvenile Office for excessive absenteeism.

## **High School: Absence Accumulation and Credit**

Absenteeism is detrimental to a student's educational experience and to the functioning of the classroom. Obviously, as stated earlier, there are times that warrant a student missing school. This policy is to deter unnecessary absences and to keep the integrity of school attendance, and its connection with receiving a quality education, in a prominent place. This policy is a mirror image of the majority of the policies throughout the Show-Me Conference.

A student who misses 10 or fewer days in a semester for any given class(es): A note from a parent or doctor is still required, as outlined above. Any unexcused absence will result in 0% of the daily credit available to be made up. Contact by the doctor or parent for an excused reason will allow the student to make up 100% of the daily credit missed.

A student who misses more than 10 days in a semester for any given class(es): A student who misses more than 10 days in a semester will not receive credit for that semester in that class(es). Late in the semester an appeal may be made by the student and their parents. If reinstated, the credit then will be based on grades the student achieved in the class(es) in question. *NOTE: If a student misses 18 days first hour, and only 6 days for hours two through eighth hour, then only the first hour would be in this portion of the policy. The other hours (two through eight) would be in the above category.* Students moving into the District during the school year will receive only a portion of the 10-day allowance. Days will be prorated based on the number of days the student is actually enrolled in the semester affected.

## **Attendance Appeal Process**

To appeal, a letter must be submitted by the student, the student's parent or the student's guardian to the High School Principal. Parents will be notified by letter and/or phone that their child has been absent excessively and they are over the 10-day allowance in one, several or all of the 8 class periods. This letter will include a date the appeal letter must be received at Fatima.

The appeal letter will generally be due one week prior to the end of each semester. The parent/guardian name, student name, and the reasons outlining the excessive absences should be stated in the letter. Each absence should be addressed, and the reasons the student was not at school should be very specific. All excuses from doctors, dentists, hospitals, etc. should be attached to the appeal letter. Excuses, notes, etc. students submit throughout the school year are kept on file in the high school office and copies are available upon request, however it is the students and their parent's responsibility to request the copies. Do not forget to attach all supporting documentation to the letter of appeal!

The attendance appeal committee, consisting of the High School Principal, High School Assistant Principal, High School Counselor, and two random JH or HS teachers will meet to discuss the reason(s) surrounding the excessive absences. This is a closed meeting, parents and/or students will not be permitted to attend. The committee will make a decision and the parent/guardian will be notified within 48 hours of the committee's decision.

Potential rulings by the committee include:

1. Credit can be denied and a student will fail all classes in which there were over 10 absences. Generally a student will have to miss 15+ days in a semester or they have been chronically absent in previous semesters to totally lose their credit.
2. Credit can be denied and a student must make up a determined number of hours to regain the credit. The committee will determine the number of hours that must be made up and the timeline in

which they must be completed. If the hours are not made up, the student will lose credit in those classes.

3. The excessive absences can be waived and full credit will be given.

Decisions made by the attendance appeal committee may be appealed in writing to the office of the Osage County R-III School District Superintendent. The appeal to the superintendent must be made within 7 days of the ruling by the attendance committee.

The attendance appeal committee realizes that there are circumstances with students that cause them to miss an excessive amount of school days. This policy is not meant to keep students with legitimate and unavoidable absences from receiving their credit. It was created to deter unnecessary and excessive absences by students and to maintain a strong connection between attendance, learning, and academic success.

## **Compulsory Attendance and Part-Time Attendance**

### *"Part-Time Attendance Rules and Regulations"*

All parents or guardians having custody or control of a child between the ages of seven and sixteen, must ensure that the child is enrolled in and regularly attends some public, private, parochial school or home school meeting the statutory requirements for home schooling, or a combination of such school for the full term of the school.

Local school districts are not required to make any particular adjustments to accommodate students who wish to be enrolled part-time. Course offerings, class schedules and lunch schedules are developed and adopted to meet state requirements and local concerns and issues. The interests and needs of part-time students may be taken into account, certainly, but the law does not require any particular response to their interests and needs.

Local boards of education have board authority to adopt policies and rules for the governance and control of school districts. In general, any local board of education rules affecting part-time enrollment must be adopted to provide for the orderly, efficient and safe conduct of school, and not for the purpose of preventing or restricting part-time enrollment.

The law should not be interpreted as creating an "open campus" environment where students come and go as they please. It will be important to establish "check in" and "check out" procedures to ensure that all part-time students are accounted for at all times and to ensure their safety. With that in mind, anyone who wishes to apply for "Part-Time" status can do so in writing to the Superintendent's Office.

Students are eligible to be "Part-Time" students if they:

1. Are 16 years of age.
2. Are on track to graduate. Recommendations for "on track" are:
  - a. After 1 semester: 3½ credits; ½ in each Math, Social Studies, English, Science
  - b. After 2 semesters: 7 credits; 1 in each - Math, Social Studies, English and Science
  - c. After 3 semesters: 10½ credits; 1½ in each - Math, Social Studies, English and Science
  - d. After 4 semesters: 14 credits; 2 in each - Math, Social Studies, English and Science
  - e. After 5 semesters: 17½ credits; 2 in Science, Math, Social Studies, and 2.5 in English
  - f. After 6 semesters: 21 credits; 2 in Science, Math, Social Studies, 3 in English
  - g. After 7 semesters: 24½ credits; 2 in Science, Math and Social Studies, 3 in English
3. Apply for Part-Time status in writing to the Superintendent and to the Board of Education stating his/her need and supporting information for part-time status.

If granted, "Part-Time" student's schedule will be altered to put all remaining classes in a single block to help preserve the safety of transportation into and out of school. This may result in a change in classes available to the student. All "Part-Time" students then will have to follow procedures designated by the High School Office for check-in and check-out procedures as well as expectations for transportation into and out of the school grounds. Furthermore, "Part-Time" students will not be eligible for:

1. Extracurricular activities (sports, speech tournament, academic bowl teams, contests, etc.)
2. To hold any class or organizational office, or to belong to any organization not associated with a class that the student will continue to be enrolled in
3. Class valedictorian, salutatorian or top 10%
4. Participation in after school activities or dances
5. Participation in graduation ceremony

Any one of these can be appealed to the Superintendent's Office for special cases to be reconsidered.

## Early Dismissal

Once a student arrives at school the student will not leave the grounds without the approval of the principal. Early dismissals before the school day is officially over will be granted by parental request and principal's approval only. A written excuse should be submitted to the high school office before the first hour bell rings. The written excuse should state:

1. Reason for early dismissal
2. Time of dismissal
3. Transportation provided by (parent, brother, sister, self, etc.)
4. Signature of at least one parent/guardian
5. Phone number where parent/guardian can be contacted for confirmation of excuse

Students will be released to non-custodial parents/guardians that do NOT have custody rights only when the custodial parent/guardian has given the school permission in writing. In cases where custody is shared the parents must provide a court document/deed outlining custody arrangements. *At no time is a student to leave without parent and/or administrative approval.*

## Inclement (Bad) Weather

Announcements concerning school closings, etc. will be disseminated via:

TV Stations KOMU (Channel 8); KMIZ (Channel 17); KRCG (Channel 13)

Local Stations: KATI-FM (94.3); KLIK-AM (950); KTXY-FM (106.9);  
KWOS-AM (1240); KJMO-FM (100.1); KCLR-FM (99.3);  
KCMQ-FM (96.7); KTGR-AM (1580); KLSC-FM (93.9)

Fatima Web Page: [www.fatimacomets.org](http://www.fatimacomets.org)

Text: To receive important information via text, log on to the Fatima web page, click the link under *Text and Email Alerts* and follow prompts. (This link is also used to terminate text notifications.)

## Lost and Found

All "lost and found" items can be found in the "Lost and Found" box located in the cafeteria.

## Hallways

Running, pushing, horseplay and loud, unnecessary talking in the halls will call for disciplinary measures. In passing through halls to classes or upon entering or leaving the building, conduct is dictated by common sense. Always move by the nearest route with the least possible confusion, keep to the right and do not block the halls by stopping to talk or to play. Students are expected to keep in mind at all times that their conduct should not interfere with the right of others. Intermission periods are not social periods. Go to your classroom without any unnecessary delay. Students loitering in hallways are subject to disciplinary action (see Student Discipline Code – Offenses).

## Restrooms

Students are not to loiter in restrooms.

## Lockers

Lockers are for the convenience of students; hence they must be properly cared for at all times and are subject to inspection at any time. Lockers are school property and all school rules apply to items within lockers as well.

1. Students must use assigned lockers.
2. Lockers should be used for books, school supplies and coats, not unnecessary items.
3. Locker doors should be closed at all times.
4. Nothing is to be hung on the outside of lockers.
5. Students are not to trade lockers or transfer to empty lockers.
6. Lockers may be searched at anytime.
7. Any electronics stored in a locker must be turned off at all times.
8. No writing of any kind will be tolerated in or on lockers.
9. The office has combination locks available for a \$5 deposit to be refunded when the lock is returned. A spare key or combination must be kept in the office if a student brings their own.

## **Passes**

1. Students are not permitted to leave class without a pass from their teacher.
2. Students with restroom permission are expected to return promptly.
3. In order to leave a class to report to another teacher, the student must have a pass from the teacher who wants the student, and the teacher in charge of the student for that period will sign the pass if he/she feels that the student can be excused.
4. A student who leaves a class for any purpose is expected to make up work for that period.
5. If a student is late for class because another teacher has kept him/her after class for any reason, he/she must have a pass from that teacher in order to be admitted to his/her regular class.
6. If a student is late for class for any other reason, the matter of discipline is at the discretion of the teacher. Frequent tardiness will not be tolerated by any teacher.
7. A student is not to be given a pass to a classroom unless the teacher is in the classroom.

## **Assemblies**

Students must go to the gym in a quiet, orderly manner. Students should show courtesy to others at all times. It is very rude to shout, whistle or cause any unnecessary disturbance at assemblies. Students are to remain seated until excused. Students who are disruptive (talking, clapping excessively, or yelling excessively) during an assembly will be removed and sent to the office.

## **Accident Prevention and Eye Protection**

All students, teachers and visitors must wear industrial quality eye protective devices when participating in or observing the following activities in any class:

1. Exposure to molten materials
2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials
3. Heat treatment, tempering or kiln firing of any materials
4. Gas, electric arc or other forms of welding
5. Repair or servicing of any vehicle; and/or
6. Exposure to, or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation or other similar hazards

## **Advertising**

All forms of advertising not approved by the administration are banned.

## **Tobacco / Smoking**

The school prohibits the possession/use of tobacco products on school grounds or buses, including the use/possession of electronic cigarettes. This includes school activities, home or away.

## **Allowable Beverages**

Students will NOT be allowed to have soda/energy drinks in school. If students are caught with soda/energy drinks in school it will result in a discipline referral. See discipline code for consequences. Allowable beverages include water, flavored water and sports drinks, all of which MUST be in a clear plastic bottle! Administration reserves the right to check bottles at any time.

# **ACADEMICS**

## **Class/Schedule Changes**

A student may add/drop a class within the **first two days of the semester**

The deadline for Semester 1 will be the end of the school day August 17, 2017

The deadline for Semester 2 will be the end of the school day January 5, 2018

## **Grade Reports / Incomplete Grades**

Deficiency slips will be sent out mid-quarter to any student receiving below 70%. Grade reports will be issued on a quarterly basis. Semester grade reports will be issued after 18 weeks.

Semester incomplete grades ("I") will automatically be converted to an "F" if the work is not completed within the term immediately following the grading cycle in which the "I" was received.



## Late Work Policy

### Junior High

1 day late	75%
2 days late	60%
3 days late	ZERO

### High School

1 day late	75%
2 days late	ZERO

In some classes it is necessary for the teacher to go over homework in class the day it is due. As a result, a student would have an unfair advantage if allowed to turn in the assignment after receiving answers in class. In these cases, it will be up to the teachers' discretion to issue credit for late work. In addition, some assignments must be completed at school.

## Grading System

Fatima High School is on a semester class schedule

	PERCENTAGES	GRADE POINTS
A	100 % - 93 %	4.000
A-	92 % - 90 %	3.667
B+	89 % - 87 %	3.333
B	86 % - 83 %	3.000
B-	82 % - 80 %	2.666
C+	79 % - 77 %	2.333
C	76 % - 73 %	2.000
C-	72 % - 70 %	1.671
D+	69 % - 67 %	1.338
D	66 % - 63 %	1.000
D-	62 % - 60 %	0.662
F	Below 60 %	0.000

## Junior High Retention Policy

Junior High students may only fail a maximum of two semesters of any class. If a student fails more than 2 classes they will be required to attend and pass Summer School Credit Recovery in order to be promoted to the next grade. In the event a student fails an excessive amount of classes the administration will determine if the student is eligible for credit recovery.

## Grade Point Average (GPA)

GPA's are calculated as follows:

Grade points equal the value of the letter grade multiplied by the credit received.

EX:	A	=	4.000	x	.5	=	2.000
	B-	=	2.666	x	.5	=	1.333
	C+	=	2.333	x	.5	=	1.167
	A-	=	3.667	x	.5	=	1.834
	C	=	2.000	x	.5	=	1.000
	F	=	0.000	x	.0	=	0.000

Total Attempted Cr. 3.0                      7.334 Total grade points

GPA's are the total grade points, divided by attempted credit

7.334 (total grade points) ÷ 3.000 (attempted credits) = 2.444 GPA

## Grade Classification

At the *beginning* of each school year, student grade classification will be determined based on the following credit scale:

Senior status	21 or more credits
Junior status	14 to 20 credits
Sophomore status	7 to 13 credits
Freshman status	6 credits or less

## Requirements for Graduation

- 4 Math Credits – (Algebra I-A or higher)
  - 4 English Credits – (Eng I, Eng II, Eng III and one English elective)
  - 3 Science Credits – (Physical Science, Bio I and one science elective)
  - 3 Social Studies Credits – (Civics, American History and one elective)
- Students must also pass the US and MO Constitution test prior to graduation
- 1 Physical Education Credit
  - 1 Fine Art Credit
  - 1 Computer Applications I Credit
  - ½ Personal Finance Credit
  - ½ Health Credit
  - 9 ½ Elective Credits

### 27.5 Credits to Graduate

Students may get a specialty diploma, but it is not required. Students must earn 4 credits to achieve a specialty area. Specialty areas include:

- Agriculture
- Business
- FACS
- Fine Arts
- Program of Study at Nichols Career Center
- Math/Science
- English/History

## Class Rank

Class rank is used only to determine the top 10% of a graduating class. Class rank will not be reflected on student transcripts.

## Policy for Waiver of Graduation Requirements

*Rational:* The Osage County R-III School Board has adopted graduation requirements for all students to be successful in the workplace or post-secondary education. However these requirements exceed state minimum requirements in multiple areas. Some have disregarded national research stating that this will not cause an increase in the dropout rate and feel that these requirements place an undue burden on some students at Fatima. Students who complete the prescribed sequence of courses as adopted by the Osage County R-III School District will receive a diploma stating their concentration area(s). Students (with parent consent) may also request a waiver for course(s) not required by the state minimum standards. Should a student be granted a waiver, the class(es) waived would then be converted to additional electives required for the student. Students who complete the waiver process would receive a general diploma.

*Process:* If a student and his/her parent(s)/legal guardian wishes to request a waiver, the process will include:

- Submitting an Application for Waiver of Graduation Requirements
  - Parent/Student/Counselor/Administrative Meeting
  - Completion of Waiver
- The waiver shall serve as notice to the parent that the child may not be adequately prepared for the workforce or post-secondary education and release the district from any liability.

*Possible Waiver Items:*

- Computer Applications
- Math (year 4 only)

*Timeline:* All waiver requests must be completed between the end of the sophomore year and February 1<sup>st</sup> (for May graduates) or September 1<sup>st</sup> (for December graduates) of the last semester of enrollment.

## Early Graduation

A student who wishes to graduate from Fatima High School in less than the ordinary eight (8) semesters of attendance, grade 9-12 sequence may request permission to graduate on an alternate schedule. The request procedure, outlined below, must be completed by October 1 if the student plans to graduate in December and

March 1 if the student plans to graduate in May.

1. The student and parent(s)/guardian are to meet with the high school counselor and principal to discuss the requirements for early graduation, go over the student's credits, and develop the student's post-graduation plans.
2. To qualify for early graduation, the student must meet ALL graduation requirements by the end of the semester in which the student expects to graduate.
3. The student must state his/her intention to graduate early to the superintendent in writing. Included in this written request, the student shall state his/her post-graduation educational or career plans.
4. The superintendent will review the request, including input from the high school counselor and high school principal. The superintendent will classify the request as a "Status One Early Graduation Approval," "Status Two Early Graduation Approval," or "Early Graduation Not Recommended" and place the recommendation on the agenda for the next Board of Education meeting.

#### *Policy Rationale*

The Osage County R-III School District, in our Educational Philosophy, states the belief that only through education is it possible for an individual to discover and endeavor to achieve the limits of his/her capacities. We believe our students need the educational environment provided by the Osage County R-III Schools, or other educational institutions, to foster their intellectual, physical, social and career development.

Because of these beliefs, if it were within our power we would not allow any early graduations. But the legality of the situation dictates that we allow a student to graduate early if he/she has completed all of our graduation requirements and followed the proper procedure for their request to be considered in a timely fashion. Not included as part of this right to graduate early is there any right to involvement in any student activity including the commencement exercise - thus the differentiation in "Status One" and "Status Two" graduation approvals.

#### *"Status One Early Graduation"*

A student will be recommended for early graduation under this area if their post-graduation plans are classified as a 'continuing education plan.' This would include full-time enrollment in a two or four year college, full-time enrollment in a trade or technical school, or joining full-time military service (when the induction date falls prior to the normal graduation date). This student would then be required to declare their intentions to go through or not go through commencement exercises.

If the student chooses to go through commencement exercises, the student will be issued a letter which states they have met all Osage County R-III High School graduation requirements and explains how our early graduation program in this area works. This letter will be accepted by the school or organization in place of the diploma until the diploma is issued after the commencement exercise. The commencement exercise is the ONLY activity open to the person as a "student." For ALL other situations and activities, the person will be considered a "graduate." The person will be allowed to take part in the graduation exercises only if they have carried through on the educational plan developed.

If the student chooses to not go through the commencement exercises, a transcript stating graduation date will suffice for the diploma. After the semester has ended the person will be considered a "graduate" for all situations and activities.

#### *"Status Two Early Graduation"*

A student will be recommended for graduation under this area if their post-graduation plans consist of going to work, on the job training, or similar plans. Under this classification, the student will be issued a diploma at the conclusion of the school year but WILL NOT BE GRANTED THE OPTION OF GOING THROUGH COMMENCEMENT EXERCISES. After the student stops attending classes, the person will be considered a "graduate" for ALL situations and activities.

### **Supervised Business Experience (SBE) / Supervised Agriculture Experience (SAE) / Flex**

These programs allow students to work and gain on-the-job experience in the business field, agricultural field, and other fields during a student's senior year. The student will earn credit based on his/her performance, evaluations, and time on the job. The program coordinator will work with each student to identify and/or approve the appropriate job site.

Requirements:

1. Job should be in area of career interest of student.

2. The student must provide his/her own transportation and show proof of insurance.
3. The student may work 1<sup>st</sup> and/or 2<sup>nd</sup> hour and then report to school the remainder of the day, or they may work 7<sup>th</sup> and/or 8<sup>th</sup> hour, leaving school after 6<sup>th</sup> or 7<sup>th</sup> hour.
4. The student must be a senior and be on track to graduate.
5. The student will be required to complete 1-2 assignments (reflection papers, essays, questionnaires, etc.) during each semester.
6. The student must have a 95% attendance rate in school while enrolled in the program. Failure to maintain 95% attendance rate during the semester in which they are working will result in zero credit.
7. The student may not be supervised by a relative.
8. The student must work an average of 10 hours per week and must also complete the semester at the job in order to earn credit.
9. The student must submit copies of log sheets, pay stubs, evaluations, work agreement, and any other employment information requested by the program coordinator.
10. If a student loses his/her job while school is in session, they will be expected to attend school the remainder of the semester. The student will be enrolled into a regular class or will be an office TA. No credit will be issued.
11. SAE students must have taken Ag I and Ag II and be enrolled in an advanced Ag class that is related to the job field in which they work.
12. SBE students must be enrolled in a business class that is related to the job field in which they work.
13. Students in the Flex Program must work in an area that is aligned with their 5-year plan.

Credit:

- The student may earn .5 credit per semester for each class hour they are enrolled
- The student may earn a maximum of 1 credit per semester (2 class hours), but they must get approval from the principal if they are going to take any of these programs for 2 hours in any one semester
- Grading will be Pass/Fail

NOTE: Fatima High School offers “Work Based” opportunities. Work Based positions are paid positions.

### Health Curriculum

Within the Health curriculum is a unit dealing with Human Sexuality. If the parent feels uncomfortable with the content of the curriculum, the parent has the right to request a meeting with the instructor and the high school principal to discuss the material. The parent will have the option of removing the student from that part of the curriculum. The student will be given alternative assignments to take the place of missed material.

### Textbooks

Textbooks are furnished without charge. The student is responsible, however, for proper care of the books and for their return at the end of the year, or when leaving school. When books are lost or damaged the student is liable for the cost. Fines will be assessed by the administration on a case-by-case basis.

### Final Exams

All students, regardless of their attendance record, will be required to take semester and final examinations.

### Tests Administered

Certain mandatory tests administered throughout the year include:	<u>GRADE LEVEL</u>
Otis-Lennon Schools Ability Test (OLSAT) (Cognitive) (end of October)	7
MAP Testing (ELA, Math – 7 <sup>th</sup> ) (ELA, Math Science – 8 <sup>th</sup> ) April thru May	7,8
End of Course Exams (EOC), Alg I/Alg II/Geometry/Eng I/Eng II/Bio/Gov't (Academic, administered early December and May)	9,10,11,12
Personal Finance Exam (Academic) (students receiving embedded credit through Ag) (April)	10,11,12
COPS (Academic) (Mid April)	9
ASVAB (Academic) (Mid March)	11
PSAT (Academic, Optional) (Mid October)	10,11,12
Technical Skills Attainment (TSA) (April - May)	11,12
ACT (April)	11
District Assessment Benchmarks (all subjects) September thru February	7,8,9,10,11,12

# STUDENT BEHAVIOR

## Student Dress Code

It is the belief of many that an individual's personal conduct is in direct proportion to the individual's personal appearance. It is also believed that those individuals who are well groomed and neat in appearance achieve at a higher level, whether it is in the classroom or in a job. It is with this in mind that the Board of Education of Osage R-III School District has adopted the following guidelines:

1. Clothing worn to school must be comfortable and appropriate for school activities. As a general rule, clothing or any type of dress that is distracting or embarrassing to students or faculty will NOT be allowed. Clothing should never distract from the learning process.
2. Cut-off shirts above the waist, see-through shirts, strap type t-shirts and muscle shirts are prohibited at all times. Shirts and blouses must reach the waist, covering the entire belly/back. All shirts must be a t-shirt style top covering the shoulders. Shirts must also be the appropriate size and not be excessively loose or tight. Shirts open at both shoulders (Cold Shoulder Shirts) are prohibited.
3. Pants, sweats, long shorts and jeans may not have holes above the knee. This includes holes that are covered by any type of patch!
4. Cut-off pants, jeans, sweats, etc. are prohibited. As a result there should be no fringe on any item. All garments need to be tailored and clothing must have seams and hems, and fit appropriately.
5. All shorts, skirts and dresses must be lower than a student's middle knuckle on the middle finger with arms resting at the side. Boxer shorts are considered to be in poor taste and may not be worn.
6. Tight pants (spandex, tight sweats, yoga pants, leggings, etc.) are permitted as long as they are not excessively tight and are not transparent (see-through) in anyway. Shirts worn with tight pants must come below the waist and no skin may show.
7. Pants, shorts, and other baggy clothing must not sit below a student's waist/hips.
8. Caps, hats, visors, sunglasses and bandanas are not to be worn in school. Simple headbands are allowed, but if they are overly extravagant or offensive they may not be worn.
9. Items of clothing that advocate or advertise controlled substances such as drugs, alcohol or other inappropriate things are prohibited. Clothing that exhibits vulgar, disrespectful or crude language relating to sex or any other offensive subject is not permitted.
10. Body piercing/tattoos the administration determines inappropriate/distracting must be covered while at school.
11. Gang/group affiliation items/apparel is prohibited. Symbols/items that separate students into groups are not be displayed at school or on school grounds. Ink writing on arms/clothing is prohibited when deemed to separate groups outside the normal social settings of the school.
12. In addition, when wearing a jersey or other sporting uniform owned by the school, shirts must be tucked in and worn proudly and respectfully.

Any student who is dressed inappropriately or fails to follow the dress code will be written up and sent to the principal's office. The student will have a conference with the principal and be given a chance to change clothes. If a student does not have clothes to change into, appropriate clothing will be provided. If a student refuses to change clothes they will be considered insubordinate, a parent will be contacted to pick them up, and one day of OSS will be assigned. Clothing items issued by an administrator must be returned to the office at the end of the school day!

**The principal or assistant principal reserves the right to determine whether clothing is distracting, indecent or inappropriate to wear in the school environment regardless of whether or not the article meets the guidelines stated above!**

## Dress Code Requirement for Senior Composite

Male students must wear a collared dress shirt and tie. Female students must wear a dress blouse or business casual attire. T-shirts are not acceptable.

## Student Suspension and Expulsion *(Legal Authority of School District to Suspend or Expel Students)*

The Board of Education believes that the right of a child to attend free public school carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school districts. The observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school shall be permitted provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education.

No student shall be suspended unless the following hearing procedures are implemented:

1. The student shall be given oral or written notice of the charges against him/her; and
2. If the student denies the charges he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
3. The student shall be given an opportunity to present his/her version of the incident before judgment is rendered.
4. Prompt notification will be given to the parent/guardian, or others having custodial care of the student, of the administrator's action and the reasons for such action

The Board authorizes the summary suspension of pupils by building principals for a period not to exceed ten days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. Any suspension by the building principal shall be immediately reported to the superintendent who may revoke the suspension at any time. The student, his/her parent/guardian or others having custodial care of the student may appeal the principal's decision to suspend the student to the superintendent.

In case of a suspension of a student by the superintendent for a period of more than ten (10) days, the student, his/her parent/guardian, or others having custodial care, may appeal the decision of the superintendent to the Board or to a committee of the Board appointed by the president of the Board, which shall have full authority to act in lieu of the full Board. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension as determined by the superintendent shall be stayed until the Board or the committee of the Board renders its decision, unless in the judgment of the superintendent the pupils presence poses a continuing danger to persons or judgment shall be immediately transmitted to the pupil and his/her parent/guardian or others having his/her custodial care and the pupil shall be immediately removed from school.

Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten days, the superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials and the reasons for such action. The Board upon request shall grant a hearing to the appealing party.

Students are encouraged to make up work they missed while on suspension, however, students will receive ½ credit for make-up work (home or away) done while on suspension. While suspended, students will receive ½ credit on work assigned during the time of suspension. Work assigned prior to suspension but was to be turned in during the suspension will be turned in the first day the student returns from his/her suspension. Students will not be permitted to attend any school functions while on suspension.

### **Enrollment of Students Suspended from Other Schools**

Any student who has been suspended from another school will not be permitted to enroll in the Osage County R-III School District until eligible to re-enroll in his/her former district. If the suspension is relatively minor they may enroll and start school, however they will be required to serve the suspension immediately.

If the suspension from the previous school is serious/long term, the student will not be permitted to enroll and/or start at Fatima until the Board of Education and/or the Superintendent has reviewed the suspension from the previous school and determines that the suspension was illegal or improperly imposed. If it is deemed that the student legally received the suspension, it will then be determined if/when the student may start attending school at Fatima. The administration and/or school board will determine if the suspension must be served at the previous school. If the school board decides the student may enroll immediately, the suspension must be served at Fatima before they may start attending their regular classes.

## **Alcohol and Drugs**

The use, possession or sale of drugs, including alcohol, is prohibited on school grounds or at any school activity and will have the following consequences in the prescribed manner:

In all cases of use, possession or sale of alcohol at school or school activities, parents/guardians and appropriate authorities shall be contacted and given all information concerning the situation. Parents/guardians will also be provided with information leading to services for rehabilitation.

It is illegal for anyone to possess, sell, manufacture or use other illegal drugs. Any student found to have violated this rule by using, possessing, selling or delivering illegal drugs at school, school-related activities or on school grounds will have the following consequences in the prescribed manner:

In all cases of drug related problems, parents/guardians and appropriate authorities will be notified. Parents/guardians will also be provided with information leading to services for rehabilitation.

See STUDENT DISCIPLINE – OFFENSES for further explanation of school’s response to such actions.

## **Alcohol Breath Test**

Any student may be requested to take an alcohol breath test at any time during the school day or at any school activity, home or away. If a student refuses to take an alcohol breath test, he/she will be considered to be under the influence of alcohol and the appropriate authorities will be contacted and appropriate steps taken as outlined in Student Discipline – Offenses. If a student tests positive for alcohol use, law enforcement and parents will be notified.

## **Student Discipline Code**

The student code of conduct is designed to foster student responsibility and respect for the rights of others, and to ensure that each student has positive learning environment in which to learn. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this Code to list certain offenses which, if committed by a student, will result in the imposition of specific responses. This is just a code and can be superseded by School Board Policies found in the Superintendent’s Office (see Board Policy JG).

All district personnel are responsible for the care and supervision of students. They are authorized to hold each pupil strictly accountable for any disorderly conduct in school, on any property of the school, on any school bus going to or returning from school, or during school-sponsored activities.

Normal classroom discipline remains the jurisdiction of the classroom teacher. Teachers are strongly encouraged to handle routine situations. Teachers/staff should refer the offending student to the office only when the offenses are of a serious nature, the conduct is disruptive to the classroom environment, or the problem persists or escalates.

The responses to offenses may be altered as seen fit. After School Detention (ASD) and ISS may be used as well as other listed responses.

Students will have two chances to serve ASD or Friday Detention. They must have the approval of the principal to extend the time limit.

The Osage County R-III School District does not follow the practice of corporal punishment.

## **Student Discipline – Responses**

### *After School Detention (ASD – 1 Hour)*

The After School Detention program is designed to deter specific behavior problems. The detention will be supervised by a classroom teacher and will be held from 3:15 to 4:15. A student will get two chances to serve the detention. Students who fail to serve the detention will be assigned Friday detention.

Rules:

1. Transportation is the responsibility of the students parent/guardian
2. Students will work on tasks assigned by the Alternative Program supervisor such as dusting, cleaning, washing windows, etc.
3. Students who fail to attend will be assigned Friday detention
4. Students may reschedule their ASD two times
5. Food, beverages, radios, games, etc. will not be allowed
6. Each student must work independently
7. Students who do not comply with rules will be assigned a Friday Detention or be suspended

### Friday Detention (3 Hours)

Friday Detention will be held Friday evenings from 3:15 to 6:15 PM. The student will be given at least a 24 hour notice before they are assigned a detention. The student has the responsibility to reschedule personal plans, school activities or work in order to attend the assigned detention. The student will get two chances to serve the detention. They may reschedule a detention with a school administrator one time, but it then must be served on the rescheduled date. A student who fails to serve the detention or is asked to leave because of misconduct may be suspended from school (OSS), be assigned two (2) Friday evening detentions, be assigned In School Detention (ISD) or be assigned In School Suspension (ISS) for a length of time to be determined by school administration. Students should report to the high school office. The supervising high school classroom teacher will take attendance and give instructions on what they will be doing for the evening.

#### Rules:

1. Transportation is the responsibility of the students parent/guardian
2. Students will work on tasks assigned by the Alternative Program supervisor such as dusting, cleaning, washing windows, etc.
3. Students who fail to report for their assigned Friday detention will be assigned 2 Friday detentions.
4. Students may reschedule their Friday detention one time.
5. Food, beverages, radios, games, etc. will not be allowed.
6. Each student must work independently.
7. Students who do not comply with the rules will be suspended. The suspension will be the next school day or as assigned by the high school office, and may be ISS or OSS. Supervising teacher will write referrals when appropriate.

### In School Detention (ISD) - 4 hours during school day

In-School Detention is used for less severe offenses and allows a student to complete class work for full credit. A student may be assigned ISD periods 1-4 or periods 5-8. Class work will be due in a timely manner set by the classroom instructor. Students are expected to bring all textbooks, etc. to the detention room.

### In School Suspension (ISS) - to be served the entire day

The In-School Suspension (ISS) is designed to deter behavior problems, and yet allow the student to complete academic work while at school for full credit. It is conducted for all eight hours of the day, and will have lunch served at a time separate from the normal lunch shifts.

#### Rules:

1. In-School Suspension will be conducted on a full day basis.
2. Students are expected to bring all textbooks to the suspension room.
3. Students are expected to use their textbooks, work on school assignments or enrichment and spend their time studying or working on work provided by the suspension supervisor.
4. Students assigned ISS will be allowed to make up missed class work. Class work will be due in a timely manner set by the classroom instructor.
5. Students must wait for the ISS supervising teacher in the office. Students must be in the office by 8:05 AM. Students will not be allowed to return to their lockers after the 8:10 bell. Failure to do so will result in additional detentions or suspensions.
6. Students are not allowed to leave the room except in an emergency and only then with the teacher's permission.
7. Students are not allowed to talk during the suspension period unless spoken to by the teacher.
8. Students are not allowed to sleep or lay their heads on their desks or arms.
9. Students must be in the suspension room on the day they are assigned unless they have been excused by the principal. Students who are absent from school on the suspension day will complete the suspension the first day they return to school or the next day ISS is available.
10. ISS students will eat lunch from 11:50 A.M. to 12:15 PM; they will sit together in an area assigned by supervisor.
11. Failure to follow the above rules will result in additional detentions or suspensions.

### Out of School Suspension (OSS)

Out of School Suspension is the next discipline step beyond ISS & Friday Detention. It is designed to deter behavior problems by not allowing students to be at school for a set amount of days. The students are



expected to complete the work they missed during OSS so that they can keep up with what they are doing in their classes, but they will receive ½ CREDIT for the work they miss while in OSS.

Rules:

1. Students are not allowed to come to school or any school activities during the time they are in OSS.
2. Students work will be gathered and can be picked up by their parents. Parents & students need to make arrangements with the high school office to have the homework collected and to set a time to pick it up.
3. All assignments, projects, quizzes, tests, etc. that a student misses while in OSS should be made up and completed by the student, but they will receive ½ CREDIT on them.
4. Students that are placed in OSS for 2 days or more are required to have a re-entry meeting with the high school principal or assistant principal before they are allowed to return to school. At least one parent is also required to attend this meeting with their son or daughter.

### **Student Discipline (Board of Education)**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of the Osage County R-III Schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

#### **Reporting to Law Enforcement**

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

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

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

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

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

#### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law.

Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

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

### **Prohibition Against Being on or Near School Property During Suspension**

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

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

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

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

### **Student Discipline Code - Offenses**

The student code of conduct is designed to bring about student responsibility and respect for the rights of others so the school may operate in an orderly fashion. This code cannot be expected to list each and every offense that may result in disciplinary action. It is, however, the purpose of the code to list certain offenses that are punishable by certain disciplinary action. Any conduct not included in this code, or a combination of offenses, will be disciplined on a case-by-case basis deemed necessary by administration. Any student who has an excessive number of referrals to the office will receive a more severe punishment from the administration. The administration reserves the right to alter punishment as seen fit.

Student discipline offenses generally start over each school year with regard to consequences. The only exceptions are tardies and extremely serious offenses. Tardies are calculated only on a semester basis. Serious offenses from a previous school year could be considered when handing out consequences if another serious incident occurs in the future.

A student's permanent discipline record DOES NOT follow a student past high school unless the discipline was extremely serious! Serious discipline issues will be reported to law enforcement and this could follow a student beyond high school, depending upon the nature of the offense.

#### **I. Classroom Violations**

- A. Disrupting class, annoying to classmates, sleeping in class, possession of disruptive device, excessive talking, mischief, restless/inattentive, failure to bring pencil/paper/book to class, refusal to do class work, marking/writing on self or others, and any other disruptive behavior.
  - 1<sup>st</sup> offense: Conference with Principal (Warning)
  - 2<sup>nd</sup> offense: Friday Detention
  - 3<sup>rd</sup> offense: 4 hours ISD
  - 4<sup>th</sup> offense: 1 day ISS
- B. Lewd or obscene language, cussing, inappropriate language/gestures/writing/material, leaving class early without permission.
  - 1<sup>st</sup> offense: Friday Detention
  - 2<sup>nd</sup> offense: 4 hours ISD
  - 3<sup>rd</sup> offense: 1 day ISS
  - 4<sup>th</sup> offense: 2 days ISS
- C. Cheating or Plagiarism – Cheating is obtaining or attempting to obtain, or aiding another to obtain credit for work, or improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to lying, copying from another's test or exam; discussion at any

time surrounding the answers or questions contained in a quiz or test, unless such discussion is specifically authorized by the teacher; taking or receiving copies of a quiz or test without the permission of the teacher; using or displaying notes, “cheat sheets,” or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent them or do their work for them. If student is caught cheating in a dual credit class and they are taking the class for dual credit they are subject to the rules and policies of the University they are receiving the credit from as well as the rules and consequences of Fatima as listed below. Plagiarism is defined as the ‘wrongful use’ of someone else’s work which has already been created. This includes, but is not limited to copying from someone else’s homework, copying written text from a book, newspaper, magazine, or internet site, as well as other text related materials. Plagiarism is an act of immoral character and will be dealt with accordingly through the discipline guidelines as outlined below. All students will go through a tutorial at the beginning of the school year to understand in further detail what Plagiarism is and learn the proper way to site material in research papers.

- 1<sup>st</sup> offense: Friday Detention, zero on assignment
- 2<sup>nd</sup> offense: 2 Friday Detentions, zero on assignment
- 3<sup>rd</sup> offense: 1 day of ISS, zero on assignment

## II. Violations Against School Administration

- A. Tardiness - Failure to be seated in class when the tardy bell rings. Students will be referred to administration on the 3<sup>rd</sup> offense.
- 3<sup>rd</sup> tardy: Conference with Principal & Warning
  - 4<sup>th</sup> tardy: 3 Lunch Detentions (In Library or Teachers Classroom)
  - 5<sup>th</sup> tardy: 5 Lunch Detentions (In Library or Teachers Classroom)
  - 6<sup>th</sup> tardy: 1 hour After School Detention
  - 7<sup>th</sup> tardy: 2 hours After School Detention
  - 8<sup>th</sup> tardy: Friday Detention
  - 9<sup>th</sup> tardy: Friday Detention and 1 hour After School Detention
  - 10<sup>th</sup> tardy: Friday Detention and 2 hours After School Detention
  - 11<sup>th</sup> tardy: 2 Friday Detentions & Referral to Juvenile Officer
  - 12–20<sup>th</sup> tardy: ISS/OSS & Referral to Juvenile Officer
- B. Skipping – Skipping all or part of a class including Lunch, A+ Tutoring, Teachers’ Aide, etc.
- 1<sup>st</sup> offense: Warning, After School Detention, Friday Detention, or 2 Friday Detentions
  - 2<sup>nd</sup> offense: Friday Detention, 2 Friday Detentions, or ISS
  - 3<sup>rd</sup> offense: 2-3 days ISS and/or 1-2 days OSS
- C. Truancy (Off Campus) - Leaving school grounds during school hours without the knowledge and consent of parent /guardian and/or school administration.
- 1<sup>st</sup> offense: 1 Friday Detention and 1 day ISS
  - 2<sup>nd</sup> offense: 2 Friday Detentions and 2 days ISS
  - 3<sup>rd</sup> offense: 2 Friday Detentions plus 1 day ISS and 1 day OSS
- D. Truancy – Failure to attend school with knowledge/consent of parent/guardian or school administration. Also included is the failure to bring a note upon return from an absence (unless parent/guardian made prior arrangements with school).
- 1<sup>st</sup> offense: 1 day ISS (no note); 3 days ISS
  - 2<sup>nd</sup> offense: 1 day ISS (no note); 5 days ISS
  - 3<sup>rd</sup> offense: 1 day ISS (no note); 7 days ISS & referral to Juvenile Officer if age appropriate
- E. Dress Code Violation - See provisions of dress code as outlined in the student handbook.
- 1<sup>st</sup> offense: Student Conference/Warning and student must change clothes
  - 2<sup>nd</sup> offense: Friday Detention
  - 3<sup>rd</sup> offense: 2 Friday Detentions
  - 4<sup>th</sup> offense: Friday Detention and 1-2 days ISS
- F. Public Displays of Affection
- 1<sup>st</sup> offense: Warning and/or 1 day ISS
  - 2<sup>nd</sup> offense: 1-2 days ISS
  - 3<sup>rd</sup> offense: 2-3 days ISS

- G. Excessive Noise or Misconduct in Lunchroom
- 1<sup>st</sup> offense: Friday Detention and 1-5 days Lunch Detention
  - 2<sup>nd</sup> offense: 2 Friday Detentions and 1-5 days Lunch Detention
  - 3<sup>rd</sup> offense: 2-3 days ISS
  - 4<sup>th</sup> offense: 1-2 days OSS
- H. Gambling/Extortion
- 1<sup>st</sup> offense: 1-3 days ISS
  - 2<sup>nd</sup> offense: 1-3 days OSS
  - 3<sup>rd</sup> offense: 1-3 days ISS and 1-3 days OSS
- I. Horseplay in Hall/Classroom (wrestling, scuffling, running, pushing, bumping into others, etc.)
- 1<sup>st</sup> offense: Conference with Principal
  - 2<sup>nd</sup> offense: 1 day ISS
  - 3<sup>rd</sup> offense: 2 days ISS
- J. Severe Horseplay (pulling chair/desk out from under other students, pulling down a student's pants, etc.)
- 1<sup>st</sup> offense: 1-2 days ISS
  - 2<sup>nd</sup> offense: 2-3 days ISS
  - 3<sup>rd</sup> offense: 1-3 days OSS
- K. Computer Violation - any action which is in violation of computer agreement.
- 1<sup>st</sup> offense: Conference/Warning, 1 hour ASD &/or loss of computer privileges for 2-3 weeks.
  - 2<sup>nd</sup> offense: 1 day ISS and 3 to 6-week loss of computer privileges
  - 3<sup>rd</sup> offense: 2-3 days ISS and 6 to 9-week loss of computer privileges
  - 4<sup>th</sup> offense: 1-3 days ISS, 1-3 days OSS and 9 to 18-week loss of computer privileges
- L. Vandalism- including property of school, staff, or students.
- 1<sup>st</sup> offense: 1-2 days ISS, 1-3 days OSS and restitution if appropriate
  - 2<sup>nd</sup> offense: 3-5 days ISS, 3-5 days OSS and restitution if appropriate
  - 3<sup>rd</sup> offense: 9-180 days OSS and restitution if appropriate, notification of law enforcement
- M. Cell Phones, iPods, MP3 Players, other electronic devices, or other distracting toys/gadgets should be put away from 7:55 (1<sup>st</sup> Hour Warning Bell) until the dismissal bell rings at 3:10. Cell phones may be used before and after school, but distracting toys/gadgets are not allowed at school at any time!
1. Device is not in sight or use, but beeps, rings or makes a distracting noise (unintentional):
    - 1<sup>st</sup> offense: Confiscated and may be picked up in the office after school by the student, 1 hour After School Detention
    - 2<sup>nd</sup> offense: Confiscated and may be picked up in the office after school by the student, Friday Detention
    - 3<sup>rd</sup> offense: Confiscated and may be picked up in the office by parent/guardian, 1 hour After School Detention and Friday Detention
    - 4<sup>th</sup> offense: Confiscated and may be picked up in the office by parent/guardian, 2 Friday Detentions and banned from having the device at school
  2. Talking, texting, taking photos, looking at phone/text messages, or any other action on a phone in use during school day (or device that is intentional). Includes having a distracting toy/gadget out at any time during school (intentional):
    - 1<sup>st</sup> offense: Confiscated, picked up after school student, Friday Detention
    - 2<sup>nd</sup> offense: Confiscated, picked up by parent/guardian, 2 Friday Detentions
    - 3<sup>rd</sup> offense: Confiscated, picked up by parent/guardian, 3 Friday Detentions, student is banned from having a phone at school
- N. Possession of Pornography - Possession of a magazine or video, etc. that contains pornography. This includes viewing pornographic images on a cell phone, computer, or other device:
- 1<sup>st</sup> offense: 2-3 days ISS
  - 2<sup>nd</sup> offense: 1-2 days ISS and 1-2 days OSS
  - 3<sup>rd</sup> offense: 2-3 days OSS
- O. Soda in School
- 1<sup>st</sup> offense: Conference with principal and soda is poured out
  - 2<sup>nd</sup> offense: 1 hour after school detention

- 3<sup>rd</sup> offense: Friday Detention
  - 4<sup>th</sup> offense: 4 hours ISD
  - 5<sup>th</sup> offense: 1 day ISS
  - 6<sup>th</sup> offense: 2 days ISS
- P. Loitering in Halls (Includes roaming parts of school the student should not be in)
- 1<sup>st</sup> offense: Conference with principal and 1 hour After School Detention
  - 2<sup>nd</sup> offense: 1 day ISS
  - 3<sup>rd</sup> offense: 2 days ISS
- Q. Lying to Administrators During Discipline Process
- 1<sup>st</sup> offense: ½ day ISD
  - 2<sup>nd</sup> offense: 1 day ISS
  - 3<sup>rd</sup> offense: 2 days ISS

### III. Violations Against Persons (Staff) Including Electronic Communication

- A. Inappropriate Language or Disrespectful Act/Attitude Toward Staff (Rude/Discourteous)
- 1<sup>st</sup> offense: After School Detention, Friday Detention, or 1-2 days ISS
  - 2<sup>nd</sup> offense: 1-3 days ISS
  - 3<sup>rd</sup> offense: 1-3 days OSS
- B. Insubordination/Defiance to Staff (including refusing to go to the office when instructed to do so, or directing offensive/obscene gestures/language to a staff member:
- 1<sup>st</sup> offense: 1-2 days OSS
  - 2<sup>nd</sup> offense: 2-4 days OSS
  - 3<sup>rd</sup> offense: 5-10 days OSS
- C. Physical/Written/Vocal Aggression (threatening) Toward Staff
- 1<sup>st</sup> offense: 5-10 days OSS (minimum)
  - 2<sup>nd</sup> offense: 9-180 days OSS
  - 3<sup>rd</sup> offense: Referral to Board of Education for Expulsion
- D. Assault on Staff
- 1<sup>st</sup> offense: Referral to Board of Education for Expulsion

### IV. Violations Against Students - Including Electronic Communication

- A. Bullying/Harassment/Hazing/Demeaning Language - Use of words and actions (verbal, written, or by social media) meant to bully, harass, ridicule, injure, or make fun of another person. This includes students making, writing, or sending through social media derogatory or mean comments/remarks to another student. This also includes remarks that are racial, ethnic, or religious in nature.
- 1<sup>st</sup> offense: After School Detention, Friday Detention, ISD, or ISS
  - 2<sup>nd</sup> offense: ISD, ISS and/or OSS
  - 3<sup>rd</sup> offense: 1-10 days OSS, Referral to Juvenile Officer, and Referral to the Superintendent
- B. Minor Threats – Physical/Written/Vocal Aggression Toward Another Student
- 1<sup>st</sup> offense: After School Detention, Friday Detention, or ISS
  - 2<sup>nd</sup> offense: 1-3 days ISS
  - 3<sup>rd</sup> offense: 1-3 days OSS
- C. Serious Threats – Physical/Written/Vocal (ex: kill, dismember, etc.) Toward Another Student
- 1<sup>st</sup> offense: 1-3 days OSS
  - 2<sup>nd</sup> offense: 1-10 days OSS, referral to Superintendent for further disciplinary action
  - 3<sup>rd</sup> offense: 10 days OSS, referral to Superintendent for further disciplinary action
- D. Minor Theft – Stealing from the school or another student that is considered minor in nature
- 1<sup>st</sup> offense: Friday detention, ISD, or 1 day ISS and restitution
  - 2<sup>nd</sup> offense: 1-3 days ISD and/or ISS and restitution
  - 3<sup>rd</sup> offense: 2-3 days ISS and/or OSS, restitution, and referral to Juvenile Office
- E. Major Theft – Stealing from the school or another student that is considered major in nature
- 1<sup>st</sup> offense: 3 days OSS, restitution and referral to Juvenile Office
  - 2<sup>nd</sup> offense: 5 days OSS, restitution and referral to Juvenile Office
  - 3<sup>rd</sup> offense: 10 days OSS, restitution, referral to Supt. for further action

- F. Indecent Exposure
  - 1<sup>st</sup> offense: 1-3 days ISS
  - 2<sup>nd</sup> offense: 1-3 days OSS
  - 3<sup>rd</sup> offense: 4-10 days OSS
- G. Verbal Confrontation – Students verbally confront one another to the point a staff member steps in (no physical action)
  - 1<sup>st</sup> offense: Conference with Principal and/or 1 hour Friday Detention
  - 2<sup>nd</sup> offense: 1 day ISS
  - 3<sup>rd</sup> offense: 2 days ISS
  - 4<sup>th</sup> offense: 3 days ISS
- H. Fighting – Mutual combat in which both parties have contributed to the conflict by physical action
  - 1<sup>st</sup> offense: 1-2 days OSS
  - 2<sup>nd</sup> offense: 5-10 days OSS
  - 3<sup>rd</sup> offense: Referral to Superintendent for long-term Suspension/Possible Expulsion
- I. Sexual Harassment
  - 1<sup>st</sup> offense: 5-10 days OSS, referral to Juvenile
  - 2<sup>nd</sup> offense: 10 days OSS, referral to Juvenile
  - 3<sup>rd</sup> offense: 10 days OSS, referral to Superintendent for further action
- J. Sexting (sending explicit text, pictures, etc.)
  - 1<sup>st</sup> offense: 2 days ISS
  - 2<sup>nd</sup> offense: 2 days ISS & 2 days OSS
  - 3<sup>rd</sup> offense: 5 days ISS & 5 days OSS
- K. Inappropriate Touching / Physical Aggression
  - 1<sup>st</sup> offense: 1-3 days ISS, parent notification
  - 2<sup>nd</sup> offense: 3-5 days ISS, parent notification
  - 3<sup>rd</sup> offense: 5 days OSS, parent notification
- L. Assault
  - 1<sup>st</sup> offense: 10 days OSS, referral to Superintendent for further disciplinary action
  - 2<sup>nd</sup> offense: Referral to Board of Education for possible Expulsion

## **V. Violations Against Public Health and Safety**

- A. Drugs/Alcohol - Possession, Transmission, Use, or Under the Influence (including over-the-counter medications, prescription medications and drug paraphernalia)
  - 1<sup>st</sup> offense: 9-180 days OSS, notification of law enforcement. Referral to Superintendent for exact length of Suspension.
  - 2<sup>nd</sup> offense: Referral to Board of Education for Expulsion
- B. Tobacco, Including Electronic Cigarettes - Possession, Transmission, or Use
  - 1<sup>st</sup> offense: 2 days ISS, referral to Juvenile Office if under age
  - 2<sup>nd</sup> offense: 4 days ISS, referral to Juvenile Office if under age
  - 3<sup>rd</sup> offense: 1-3 days OSS
- C. Bus Misconduct
  - 1<sup>st</sup> offense: Conference with Principal
  - 2<sup>nd</sup> offense: 3 days loss of bus privileges
  - 3<sup>rd</sup> offense: 5 days loss of bus privileges
  - 4<sup>th</sup> offense: 10 days loss of bus privileges
  - 5<sup>th</sup> offense: Loss of bus privileges for the remainder of year
- D. Arson
  - 1<sup>st</sup> offense: 9-180 days OSS, restitution if appropriate. Referral to Supt. for exact length of Suspension
  - 2<sup>nd</sup> offense: Referral to Board of Education for possible Expulsion
- E. Unauthorized Entry
  - 1<sup>st</sup> offense: 9-180 days OSS. Referral to Superintendent for exact length of Suspension
  - 2<sup>nd</sup> offense: Referral to Board of Education for possible Expulsion

- F. Possession of a knife or device used for cutting in which the blade is shorter than 4” in length.
  - 1<sup>st</sup> offense: 3-5 days of OSS & 3-5 days of ISS
  - 2<sup>nd</sup> offense: 9-180 days OSS
  - 3<sup>rd</sup> offense: Referral to Board of Education for possible Expulsion

*\*All other knives or devices in which the blade is 4” or longer will fall under a Safe Schools Act violation and will be dealt with according to law.*
- G. Possession of weapon (excluding firearm)
  - 1<sup>st</sup> offense: 9-180 days OSS. Referral to Superintendent for exact length of Suspension
  - 2<sup>nd</sup> offense: Referral to Board of Education for possible Expulsion
- H. Possession of Firearm
  - 1<sup>st</sup> offense: Expulsion
- I. Auto/Vehicle Misuse – Unsafe on or around school property, failure to follow established rules for parking, unregistered vehicle, failure to follow directions of administration
  - 1<sup>st</sup> offense: Verbal warning and/or suspension of parking privileges
  - 2<sup>nd</sup> offense: 1-2 days ISS and/or suspension of parking privileges for 2 weeks
  - 3<sup>rd</sup> offense: 3 days OSS and revocation of parking privileges
- J. False Alarm/Threats towards safety of school
  - 1<sup>st</sup> offense: 9-180 days OSS. Referral to Superintendent for exact length of suspension
  - 2<sup>nd</sup> offense: Referral to Board of Education for possible Expulsion

## **Bullying and Hazing**

In order to promote a safe learning environment for all students, the Osage County R-III School District prohibits all forms of bullying, hazing, and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined. Such discipline may include, but is not limited to, detention, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. A *Bullying Incident Report Form* can be found at the back of this handbook. Forms can also be obtained from the high school office.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy are subject to discipline or termination. The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff, and volunteers that bullying and hazing is prohibited. This notification may occur through distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

## **District Definition of Bullying and Hazing**

### *Bullying*

For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

### *Hazing*

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation,

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

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization

### **Excessive Discipline Referrals**

An excessive amount of discipline referrals in a school year will keep a student from reaching their full potential. It can also negatively affect the other students in class by causing unnecessary distractions and disruptions. Students that have an excessive amount of discipline referrals in a school year are subject to the following policy:

- 10<sup>th</sup> Discipline Referral: Consequences for the rule they broke and a warning letter will be sent home to parents letting them know what will happen if their child is written up again.
- 11<sup>th</sup> Discipline Referral: Consequences for the rule they broke plus one day OSS
- 12<sup>th</sup> Discipline Referral: Consequences for the rule they broke plus 2 days OSS
- 13<sup>th</sup> Discipline Referral: Consequences for the rule they broke plus 3 days OSS
- 14<sup>th</sup> Discipline Referral: Consequences for the rule they broke plus 4 days OSS
- 15<sup>th</sup> Discipline Referral: Consequences for the rule they broke plus 5 days OSS with referral to Juvenile Office
- 16<sup>th</sup> Discipline Referral: Consequences for the rule they broke plus 6 days OSS with referral to Juvenile Office
- 17<sup>th</sup> Discipline Referral: Consequences for the rule they broke plus 7 days OSS with referral to Juvenile Office
- 18<sup>th</sup> Discipline Referral: Consequences for the rule they broke plus 8 days OSS with referral to Juvenile Office
- 19<sup>th</sup> Discipline Referral: Consequences for the rule they broke plus 9 days OSS with referral to Juvenile Office
- 20<sup>th</sup> Discipline Referral: Consequences for the rule they broke plus 10 days OSS with referral to Juvenile Office
- 21<sup>st</sup> Discipline Referral and Beyond: Consequences for the rule they broke plus referral to Superintendent for long-term suspension/possible expulsion

## **EXTRA & CO-CURRICULAR**

### **Extra-Curricular Activities**

1. Students are expected to demonstrate good conduct at all extra-curricular activities.
2. All school rules apply at extra-curricular activities.
3. A student may not attend extra-curricular activities while he is on suspension.
4. Any student who misbehaves at extra-curricular activities will not be permitted to participate in these activities for the remainder of the school year.
5. A student must be in attendance for one-half day on the day of an extra-curricular activity to be able to attend or participate in the activity. If a student has an emergency, he/she should see the principal and he/she MAY be given permission to attend.

### **Student Accident Insurance**

All students in sports, Ag or Nichols Vocational School will be required to carry health insurance in the event an accident should occur. Parents must provide proof of coverage prior to participation. If your child is playing a MSHSAA sponsored sport/activity they are required by MSHSAA to have health insurance.

### **NCAA Clearing House**

Students interested in participating in athletics on a collegiate level should be familiar with NCAA requirements. NCAA requirements can be found at [www.clearinghouse.net](http://www.clearinghouse.net).



## **Student Activities**

Fatima High School activities are viewed as an extension of the classroom and the learning climate. We want all our activities to be successful, but do not hold activities above academics. It is the responsibility of all students, sponsors and administrators to ensure that our activities do not detract or supersede normal learning in the classroom. We will make every effort to have activities go hand in hand with the classroom environment.

To be eligible to participate in school activities and clubs, students must successfully pass every course of study they are taking. If this does not take place, the students may be denied eligibility until satisfactory grade progress is made in the classroom.

Research shows that students who are involved like school better, have higher achievement in school and generally feel more successful in school. The advantages of participation in school activities are:

1. Opportunity to participate in an activity which parallels many later life experiences
2. Opportunity to develop physical, mental and social powers to the fullest
3. Develop responsiveness to group discipline
4. Develop lasting relationships
5. Develop self-confidence
6. Develop respect for rules and duly constituted authority
7. Opportunities for development of cooperation, resourcefulness
8. Travel opportunity to see other communities and get acquainted with other types of people
9. Opportunities which make you more friendly, interesting and mature through competitive experiences
10. Increase your circle of friends and acquaintances
11. Draws attention to yourself which may have a "business" value later on
12. Successful participation opens the door to future vocational opportunities
13. Gaining participation abilities which help many students through college

Some of the disadvantages of participation are:

1. Attending practice does not guarantee equal playing time
2. Participation rules may cramp your "social style"
3. After school practices occur throughout the school year
4. Less study time is available, yet you must pass subjects to be eligible to participate in activities
5. Some activities require hard, tiresome and sometimes monotonous repetition of certain activities
6. Some activities will involve physical activity in which a student could potentially injure themselves mildly, moderately or severely. Catastrophic injuries resulting in death or permanent paralysis may occur during participation. Each student assumes this risk as there is no absolute prevention against any potential injury.

## **Student Council**

Student Council is an organization of student representatives endeavoring to create a good school attitude and a better understanding between students and teachers and thereby develop responsibility with higher standards of scholarship, leadership, and character within each student for the betterment of self-government in school and in our democracy. The purpose of this organization shall be to promote the general welfare of Fatima High School and the students. In the event of the death of a student or a student's immediate family member, the Student Council will collect donations from students for the family.

## **Honor Roll**

For a student to be on the honor roll, 3 credits must be completed outside of Special Service classes. Grades from Special Service classes will not be included in computation of honor roll.

Two honor roll lists, "A" and "B" will be prepared each semester. Inclusion on the "A" honor roll requires the student to have a 3.667 GPA or above for the semester. The "B" honor roll requires a GPA ranging from 2.666 to 3.666 for the semester. Any "D" or "F" will automatically exclude a student from either honor roll. Most classes carry ½ unit of credit per semester.

## **School Events / School Dances**

Fatima High School requires students to be at school the day of the event they wish to attend. Students must register 1/2 day of attendance to be eligible to attend the event. At a minimum, to attend a high school dance, students must be in high school – no student below grade 9 will be permitted to attend a high school dance.

Every effort will be made to secure a drug-free environment for our students. All dances at Fatima are closed and must be approved by the school administration. Every student will be required to take an alcohol breath test prior to entering a dance. Signs will be posted outside the dance when the breathalyzer is in use. Students who take the breath test and do not pass it will be subject to disciplinary action. Parents and law enforcement will be contacted!

Students are allowed to bring outside guests to school dances. The following rules will apply:

1. Students wishing to bring a guest must sign that guest in at the office for approval no later than the day prior to the dance.
2. The Guest may not have reached their 21<sup>st</sup> birthday to attend school dances.
3. Since this is a school sponsored event, students who have dropped out of school may not attend.
4. Guests from other schools will be checked through the school they attend to ensure they are not on suspension or disciplinary action. Guests not meeting this requirement will not be able to attend
5. Students bringing guests are responsible to accompany them to and from the dance. Fatima High School students are responsible for their guest's behavior and can be subject to disciplinary action due to their behavior

To attend a Junior High dance, students must be in grades 6-8. If a student misbehaves at a JH dance, parents will be called to pick the student up, and the student will not be allowed to attend other JH dances the remainder of the school year. If the misbehavior is severe enough, it could result in a discipline referral.

### **Prom Regulations**

1. \$2,000 maximum expense for Prom – this includes band/DJ, and decorating. Funds will be taken from the junior class account.
2. Dress code for Prom is formal dress – (dresses, suits & ties).
3. Exits must not be blocked in any manner.
4. Five king and queen candidates from the senior class and five prince and princess candidates from the junior class are nominated and the final vote takes place at prom. Only juniors and seniors from Fatima may vote.
5. All students who attend prom or who decorate for prom are subject to an alcohol breath test at any time by school administration or law enforcement.

### **Kings and Queens**

Candidates for King and Queen for all dances will be considered eligible candidates only when it is determined they are passing at least 7 of 8 classes.

#### *Barnwarming King & Queen*

The king and queen will be chosen from the group of candidates selected by FCCLA and FFA. The king and queen will be crowned at the intermission of the Barnwarming Dance.

#### *Homecoming Queen*

1. Ten nominations are selected by a vote of the senior class.
2. The top five candidates are selected by the senior class by secret ballot.
3. The five candidates are informed and given a reasonable length of time for campaign.
4. An assembly of the entire student body is held prior to homecoming:
  - a. Each candidate is represented by a campaign manager. The campaign manager's job is to inform the student body with information pertaining to the qualifications of his/her candidate for homecoming queen.
  - b. Each candidate is asked two questions: One question will be humorous in nature, while the second question will be serious. These questions will be answered before the student body.
  - c. Students attending the Homecoming dance will elect the Homecoming queen by ballot.

#### *Sketcher King and Queen*

Senior photos are submitted to a third party. Candidates are selected by the third party.

#### *Prom King and Queen*

Five senior boys and five senior girls are selected as candidates from the senior class. The King and Queen are voted on by Juniors and Seniors the evening of Prom.

## **Class Officers**

All classes (7<sup>th</sup>, 8<sup>th</sup>, Freshmen, Sophomores, Juniors & Seniors) will elect class officers and Student Council members. Class meetings will be held under a faculty sponsor. All officers are required to maintain a “C” average (2.000 GPA) or better. Be sure to make a careful selection as they will be asked to make some decisions for you and represent your class in school and in public.

## **Class Dues**

Class dues are set at the beginning of each year during class meetings. Class dues are assessed to all students and are non-refundable.

## **Class Sponsors**

7<sup>th</sup>/8<sup>th</sup> Grade: Ms. McKinney, Ms. Hoffman, Ms. Brunnert, Mr. Williams, Mr. Adamson, Ms. Pardalos

9<sup>th</sup> Grade: Ms. Baughman, Mr. Chisham, Ms. Temmen, Ms. Corson-Peters, Ms. Schaffer, Ms. Scheppers, Mr. Kilgore

10<sup>th</sup> Grade: Mr. Maxwell, Ms. Heckemeyer, Ms. Wieberg, Mr. Bridges, Ms. Selin, Señora Stegeman

11<sup>th</sup> Grade: Ms. K. Stegeman, Ms. Breese, Mr. Baker, Ms. Bruce, Ms. Libbert, Ms. Evers, Mr. Godwin

12<sup>th</sup> Grade: Ms. Rolwes, Mr. Rieke, Ms. Mueller, Mr. Strobe, Ms. Steffen, Ms. Walker, Ms. Kesel

## **Fundraising**

All fund raising projects must be approved in advance by the administration.

# **PERSONAL WIRELESS ELECTRONICS**

## **Miscellaneous**

The use/possession of electronics such as cell phones, pagers, radios, lasers, etc. detracts from the teaching/learning atmosphere of a school setting. Therefore, all such electronics are not allowed. They will be confiscated and consequences for such action are listed in the ‘Student Discipline’ section.

Items confiscated from students such as cell phones, pagers, radios, lasers, magazines, books, caps etc., must be sent to the office and the student will have to report to the principal for the proper disposal or return of the items.

Possession of electronic pictures or texts will be considered the same as hard-copy possession.

## **Cell Phone Usage**

Cell phones must be put away when the 1<sup>st</sup> period warning bell rings at 7:55 and they must stay out of sight until the bell rings at 3:10. If a student is expecting a call/message, or needs to make a personal call during the school day they may report to the high school office and ask permission to use their phone, or the student phone located in the office. While in class students must ask permission and receive a pass from their teacher in order to go to the office to use their phone or the office phone. During passing periods students may report to the high school office and ask to use their phone, but it is the student’s responsibility to make sure they get to their next class on time. A pass will not be issued and the student will be counted tardy if the student does not get to class before the tardy bell rings!

## **Bring Your Own Device (BYOD)**

On occasion teachers may allow students to use their cell phone or other device in class as part of an assignment or to teach a certain objective. Cell phones/devices may be used during these rare occasions with the teachers’ permission, but students are expected to follow along with the teacher. If the teacher discovers or observes a student texting, snap chatting, or anything else not related to the lesson the student will be written up for a cell phone/electronic device violation.

# **TRANSPORTATION**

## **Student Drivers / Vehicles**

All student drivers must register to drive by signing the appropriate documents at the beginning of the school year in order to park on school grounds. Registered drivers will receive a parking tag which will be prominently displayed from the rear-view mirror of the vehicle. Parking tags will be surrendered to the high school office at the conclusion of the school year or upon the student’s withdrawal from Fatima. In the event a student loses a

tag, a \$5 charge will be assessed for the replacement tag. If the student finds the original tag and turns both tags in at the conclusion of the year, the \$5 will be refunded. Student drivers are to park their vehicle on the school grounds and in the designated lot behind the superintendent's office. They will not re-enter the vehicle until the end of the school day. This is effective at the point the vehicle enters the school parking area in the morning. Under no circumstances will students be permitted to drive around school or between buses. Students must park appropriately. Students may not block other vehicles in the school parking lot. If the parking lot is full, students will be required to park along the street. Students may leave the parking area after the 3:10 bell and must exit using the east (closest to the student lot) exit and turn left. The speed limit on school grounds is 15 mph. See STUDENT DISCIPLINE – OFFENSES for further explanation of rules.

## **Bus Transportation**

The transportation of students is a vital part of the education program of the Osage County R-III School District. Since a majority of students are transported daily, it is imperative that rules be implemented to ensure the safety and welfare of each student. Thus, bus rules and discipline procedures for buses shall be the same as listed in the Student Discipline Code and those regulations for student conduct and safety for bus transportation are as follows:

Students shall:

1. Recognize and obey all school rules while riding the bus.
2. Board bus promptly and carefully.
3. Respect the driver and other students at all times.
4. Remain seated for the entire bus ride.
5. Use windows for viewing and never place body parts or objects out of window.
6. Use polite, quiet voices when talking on the bus so as not to interfere with driving of the bus driver.
7. Report problems to the driver.

## **Suspension of Bus Privileges**

Bus drivers have the responsibility to maintain a safe and orderly environment on the school bus. The drivers have the right to warn students, conference with students, and assign specific seats. Violations, which are deemed hazardous while riding the school bus or situations where problems persist or escalate, will be written up on a discipline referral and turned in to the office. These acts of misconduct are offenses that could warrant a Bus Suspension (suspension of the privilege to ride the bus for a specific period of time). Bus contractors have the right to suspend riding privileges of students as well. The administrative staff will handle violations.

Examples of misconduct include, but are not limited to:

1. Violations of the Student Discipline Code.
2. Out of seat, standing up, and moving around the bus.
3. Heads, hand or other body parts extended out of the window.
4. Throwing objects within, out of, or at the bus.
5. Opening or pulling at doors, tampering with bus equipment or tampering with steering wheel.
6. Fighting on bus or at the bus stop.
7. Disrespect and/or disobedience directed toward the driver.

# **FOOD SERVICES**

## **Lunch Dismissal & Behavior**

Students who eat first lunch (11:22-11:47) must report to 5<sup>th</sup> hour class for attendance prior to going to lunch. The teacher will dismiss the class and walk the students to the lunchroom.

Students who eat second lunch (12:15-12:40) must remain seated in class until the bell rings. When the bell rings, the teacher will dismiss the class and walk the students to the lunch room. Any student caught hanging out by the lunch room prior to the bell will be the last student to go through the lunch line that day.

A+ Tutors who arrive in the high school prior to the lunch bell are required to report to the library until the bell rings. Students caught running, speed walking, or jogging to the lunchroom will be asked to sit down, and they will be the last student to go through the lunch line that day.

All students must form a single-file line for all lunch shifts. If students "bunch up" in line, the entire group of students will be asked to sit down and they will be allowed to return to the line when students at the end of the

line are going through the serving doors. This will help keep order in the lunch room and make it fair for all students as they wait in line.

Students who have a chronic problem with running, bunching up in line, or hanging out by the lunchroom prior to the bell will eat lunch last the remainder of the school year.

### **Breakfast/Lunch Program**

Breakfast will be served from 7:30 AM until 8:00 AM each morning. If you wish to eat breakfast, go directly to the cafeteria upon arrival at school.

Students are encouraged to keep money in their lunch account at all times. A maximum of \$5 may be charged to accounts. After charges amounting to \$5, the student will not be allowed to take additional meals until money is credited to the account.

## **LIBRARY SERVICES**

### **Library Regulations**

Students are encouraged to use the library for research, etc. Please exercise respect for the library atmosphere, staff and other users. Those not conforming will lose the privilege of using the library facilities. When teachers reserve the library for an entire class, all other students will have only limited access. Information regarding this will be in the daily bulletin.

1. Books may be borrowed for a period of two weeks.
2. The borrower is responsible for the care of materials he/she uses.
3. A fine of five cents per school day is charged for overdue books.
4. Some selected reference materials and other special books may be checked out for overnight use. Late fines of \$.25 per day will begin after first period on the due date. This will also apply to students who are absent on the date due.
5. A borrower's library card must be clear before he can receive his grade card. Library use will be denied until overdue materials and fines have been paid.
6. Students reporting to the library from class should have a pass and return to the classroom before the end of the class period.
7. Students from the study hall are not to ask for locker or restroom privileges from the library.

## **GUIDANCE DEPARTMENT**

### **From the Counselor**

The guidance department will help students in the following ways:

1. Assist in class placement in consideration of ability or convenience of pupil.
2. Administer and analyze tests that show intelligences and work aptitudes.
3. Job opportunities and fields.
4. Search for post-secondary educational opportunities and scholarships.
5. Assist with scholastic problems.
6. Explore and analyze personal issues to alleviate problems and concerns.

The school counselor is concerned with the educational, academic, career, personal, and social needs of students and encourages the maximum development of every student. Students are encouraged to see the counselor if they are having any difficulties in these areas. Counselor visits will be kept confidential unless it is necessary for the counselor to discuss the information received in these visits with other professionals. Confidentiality will be broken if the information must be shared to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed.

## **HEALTH SERVICES**

### **School Nurse**

Nursing services are available during school hours. Students who become ill during the school day MUST get permission and a pass from the teacher to go to the nurse's office. Failure to present a pass will result in the student being sent back to class without being seen by the nurse. Students who are late to class because they stopped by the nurse's office between classes will receive a tardy. After being evaluated by the nurse, the pass

will be signed by the nurse/nurse's assistant, including the time the student left the nurses' office, and the student must return to class immediately.

#### *Medication Policy – Administering Medicines to Students*

##### Prescription Medication:

1. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
2. Parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.
3. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply.

##### Over the Counter Medication:

1. A written standing order or written protocol for the administration of over-the-counter medications in school may be secured from a physician for an individual student or for a group of students.
2. Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. This permission must be renewed at least annually.

##### Self Administration of Medication:

A physician may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care, e.g. inhalers used for asthma.

1. The student's physician shall provide the school with a written request that the student be allowed to administer the medication during school hours.
2. Parent/guardian shall provide a written request that the school comply with the physician's request.

Have the pharmacist give two bottles – one for home and one for school. The school needs all medicine to be in original containers and labeled with the proper patient name and dose.

#### **First Aid**

The school is not responsible for accidents. Accidents to pupils on school grounds or in the building are to be reported in writing to the principal.

## **CITIZENSHIP STANDARDS**

### **Citizenship Standards For All Students**

Citizenship standards of eligibility for extracurricular activities have been approved as school policy for the Osage County R-III Public Schools and are applicable to any student who represents the school.

Participation in or being a spectator at non-academic endeavors is a privilege and not a right; therefore, the administration believes that students must adhere to standards of behavior which will bring credit to the individual student, the particular activity, the school and the community.

The administration insists that a student's behavior be in compliance with school policy, with student handbook regulations and with public law. Behavior not in compliance may result in suspension or expulsion from all extracurricular activities. While it is not possible to cite every example of behavior that violates policies, regulations or public laws, there are certain behaviors that are more frequently a problem for school systems than other and will be addressed herein.

#### STANDARDS:

1. PROHIBIT THE USE OF TOBACCO, INCLUDING ELECTRONIC CIGARETTES
2. PROHIBIT THE USE, POSSESSION OR DISTRIBUTION OF ALCOHOL
3. PROHIBIT THE USE, POSSESSION OR DISTRIBUTION OF ANY OTHER ILLEGAL DRUGS

The penalties for violation of Standards 1 and/or 2 are as follows:

- First Offense:** Suspension from all activities as a participant or spectator for a minimum of two (2) calendar school weeks. If the student is not in sports season, the two weeks will start with the first competition in the next season they participate in. This will also carry over to a new year and/or a new season.
- Second Offense:** Suspension from all activities as a participant or spectator for a minimum of nine (9) calendar school weeks. If the student is not in sports season, the two weeks will start with the first competition in the next season they participate in. This will also carry over to a new year and/or a new season.
- Third Offense:** Suspension from all activities as a participant or spectator for 365 calendar days.

The penalty for violation of Standard 3 is as follows:

- First Offense:** Suspension from all activities as a participant or spectator for 365 calendar days.

***What does this mean to me?***

Q: If there is a dance or game during my activity suspension, can I participate or go watch?

A: No, unless it impacts your class grade.

Q: If the Missouri State High School Activities Association has a different penalty for the infraction I have made, which takes president?

A: Neither. Fatima and MSHSAA rules will both be enforced.

Q: What happens if punishment isn't complete when the school year is concluded?

A: Your suspension will continue at the beginning of the next school year.



## OSAGE R-III SCHOOL DISTRICT COMPUTER USAGE AGREEMENT

*Access to district's technology is an unparalleled opportunity to interact with the world at large and to learn valuable associated skills. This opportunity brings with it a number of responsibilities. In order to use the technology services available at school, the student and parent(s) /guardian(s) must read the following technology usage policy and complete, sign and return it before the student will be allowed to use the technology services.*

The use of the Osage R-III School District network is a privilege that may be revoked by the administrators of the network at any time for abusive, disruptive or inappropriate conduct including but not limited to:

1. Use and/or storage of unlawful and/or illegally obtained information and/or data on or through the computer system.
2. Accessing another person's files, email and/or any other records and/or data.
3. Use of obscene, abusive or otherwise objectionable language and/or images in public and/or private files, data and/or messages.
4. Abuse (physical and/or unfair use) of the system and its parts, including computers, printers and bandwidth.

The instructor cannot be held responsible for inappropriate use by the student. Each student is liable for his/her actions and appropriate actions will be taken upon the individual offending user(s)/abuser(s).

The Osage R-III School District reserves the right to inspect all materials stored, accessed or used on and/or through district resources. It also holds the right to edit and/or remove materials the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or otherwise gain access to objectionable materials. This includes text, video, images, sound files or any other form of data or media that may be considered objectionable by the district.

The Osage R-III School District Internet connection is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by district staff.

Information services and features contained on the school district network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. The use of chat rooms is prohibited.

Information contained on the Osage R-III School District's website is placed there for educational or general information purposes and is in no way intended to refer to, or be applicable to any specific person, case, or situation. When students are identified in pictures posted on the website, it will be by first name and grade level only. If you prefer not to have your image (or your child's image) displayed on the website, place a letter on file with the appropriate school office.

Printing is a privilege, not a right, and must be used with responsibility. Users may print only one copy of a document; a copy machine will be used for additional copies. Printing is for educational purposes only; users may not print song lyrics, game walk-through's or any other information that is not strictly educational. Users are expected to pick up all printed materials from that printer. Students must have permission from their teacher to print and are expected to be mindful of what, how often and how much they print. All users are blocked from color printing unless they have been approved by a school administrator to print in color. All printing is monitored and abuses will be reported to administration.

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

The Osage R-III School District network is intended for the exclusive use of its registered users. Each user is responsible for his/her account and password. Problems that may arise from the use of a user's account are the sole responsibility of account holder. Any misuse will result in suspension of the account privileges. If you believe your account has been accessed by someone else, you must report your suspicion to the IT director immediately.

E-mail (electronic mail) must be used responsibly. Specific user responsibilities include checking e-mail at least once per school day. Non work-related mass emails are not allowed; do not forward chain letters, jokes, etc. Important news is acceptable to forward. Furthermore, you are responsible for protecting your e-mail account and password. E-mail accounts are to be used only by the registered user. E-mail accounts will be awarded to teachers, staff and a limited number of students as based on their classroom need. In the future, if student e-mail accounts are available, the Osage R-III School District network administrators may remove e-mail services for any of the abuses listed in this Technology Usage Policy. If you believe your account has been accessed by someone else, you must immediately report your suspicion to the IT director.

Installation of software packages and tampering with computer hardware or system properties (i.e.: changing screen savers, moving icons, installing/uninstalling software) is prohibited without the express consent of the IT director.

Accessing, deleting, examining, copying or modifying files and/or data belonging to other users without their consent is prohibited. Plagiarism or illegal installation or transmission of copyrighted material is prohibited.

The Osage R-III School District uses a filtering and monitoring service for Internet access, e-mail access, storage space, data types and printing use. Usage is reviewed daily. Any user should inform a teacher or the IT director if an inappropriate site should happen to be displayed or other violations occur. Violation of any portion of this agreement will result in disciplinary action being taken by administration, which may include an immediate suspension of computer privileges. Rules and regulations of system usage will be modified, added and posted from time to time by the administrators of the Osage R-III School District and/or the network. Users of the network are subject to these additional rules and regulations.

Users are financially responsible for their deliberate destruction of any materials real, digital or otherwise. Charges include materials, labor and all other costs associated with repairing/replacing the affected item(s). Accidental damage is to be reported immediately to the IT director.

Terms and policies are subject to change without notice. A copy of current policies can be obtained from the IT director.



## BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying or a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: \_\_\_\_\_ Your Name\*: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

You are a:     Student     Parent     Employee     Volunteer

Date(s) of alleged bullying: \_\_\_\_\_

Time of Incident(s): \_\_\_\_\_ (AM) (PM)

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize the incident(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Have you reported this to anyone else?  Yes     No    If so, who? \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

**\*Students have the right to complete this form anonymously.** However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

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*This section is for use of District Administration*

Date received by Principal: \_\_\_\_\_

Investigative Action taken: \_\_\_\_\_  
\_\_\_\_\_

Result of Investigation/Action taken: \_\_\_\_\_  
\_\_\_\_\_

Signature of Principal: \_\_\_\_\_

	<b>CLASS</b>	<b>TEACHER</b>	
<b>1ST</b>	Sem1		<b>8:00 - 8:52</b>
	Sem2		
<b>2ND</b>	Sem1		<b>8:56 - 9:42</b>
	Sem2		
<b>3RD</b>	Sem1		<b>9:46 - 10:32</b>
	Sem2		
<b>4TH</b>	Sem1		<b>10:36 - 11:22</b>
	Sem2		
	<b>11:22 - 11:47</b>		<b>1<sup>st</sup> LUNCH</b>
<b>5TH</b>	Sem1		<b>11:26 - 12:40</b>
	Sem2		
	<b>12:15 - 12:40</b>		<b>2<sup>nd</sup> LUNCH</b>
<b>6TH</b>	Sem1		<b>12:44 - 1:30</b>
	Sem2		
<b>7TH</b>	Sem1		<b>1:34 - 2:20</b>
	Sem2		
<b>8TH</b>	Sem1		<b>2:24 - 3:10</b>
	Sem2		