

# **OSCEOLA HIGH SCHOOL HANDBOOK**

**2016-2017**



**YOUR NAME:** \_\_\_\_\_

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# MISSION STATEMENT

The Osceola School District is a place where student achievement and success is our highest mission. Providing the finest faculty, staff, and facilities in a secure and intellectually invigorating environment will empower students to apply learned skills and knowledge with integrity allowing them to become motivated, productive members of society.

## Vision

We, the staff and patrons of the Osceola Public School District, envision a district in which the following practices are embedded in the culture of the institution. We believe that these practices are the most promising strategies for ensuring the highest standard of learning for all students. The fulfillment of this vision relies on the commitment of all stakeholders to hold themselves accountable for the following practices.

- Schools that are safe, where students are known and valued, and teachers genuinely care about the students' academic and non-academic successes.
- A district that provides a professional teaching staff that has superior knowledge of the subject matter, the skill set necessary to ensure student learning, the capacity to accurately assess student learning, and high expectations for the learning of all students.
- A district that provides well maintained, attractive, and functional facilities that are equipped with the latest technology to serve the needs of learners.
- A community that is involved in every aspect of the curricular and extracurricular offerings of the district.

## Goals

The comprehensive School Improvement Committee has established the following goals through study and consensus. The Osceola School District set these goals to become the best district possible for students, staff, and community.

- The Osceola School District will be recognized as a "high performing school district" every year based on the Annual Performance Rating.
- Add to and maintain existing facilities and technology capacity in order to provide an optimal learning environment for students.
- Attract and retain high-quality staff and teachers by providing a competitive salary schedule. The expected outcome of this goal is that student achievement will show yearly increases on MAP tests. Specifically, we expect the lowest quintiles of each subject area tested to lower by 3% each year.

# EMERGENCIES

## Fire Regulations

Warning system will be one of the following:

- Loud klaxon
- Intercom
- Runners
- Phone

Students are to carry nothing with them, walk out and refrain from talking, and leave by nearest unlocked exit.

## Earthquake

An earthquake warning is not possible at this time. Remain in room. Get under desks, tables, chairs, or benches. Students should cover their head with their arms and hands.

## Tornado Alert

The warning system will be one of the following:

- Continual rings
- Intercom
- Runners
- Phone

In general, stay away from windows, doors, and outside walls. Go to small inner rooms. Students should protect their head with their arms and hands. If possible, get under something sturdy.

## Main Building

- Room 101, 102, science, and band go to room 104.
- Rooms 105, 107, 103 go to room 106.
- Rooms 201 and 202 go to room 204.
- Room 203 go to room 206.
- Rooms 205, 207, and 209 go to rooms directly across the hall.
- Rooms 104, 204, and 206 remain in room.
- Room 106 go to computer lab.
- 7<sup>th</sup> grade rooms go to room 401.
- Gym go to east side dressing rooms.

## Commons Area

- The student at the three tables nearest the kitchen should proceed to the dressing rooms down the south hallway.
- The students at the next three tables should proceed to the library.
- The students at the last four tables near the high school office should proceed to the restrooms and room 106, the English room.

## Technology Building

Proceed to small inner rooms.

## Accidents

Students should always have on record in the office the correct address and telephone number of their home or parents' place of work in case of illness or injury during school.

- Fire                646-2234
- Sheriff            646-2522
- Hospital          646-8181
- Ambulance       646-8150

# ENROLLMENT

## Pre-Enrollment

During the spring months prior to the end of the school year, students in grades 8-11 will be pre-enrolled for the following term. During pre-enrollment, students should carefully consider their future plans so that they will become prepared through selection of the proper classes. The school counselor will consult with students prior to scheduling and help place them according to their abilities and wants.

## Enrollment Handbook

The Enrollment Handbook, available in the counselor's office, contains information on enrollment, weighted grades, course offerings, requirements for graduation, etc.

## Scheduling

During the summer the Principal's office will prepare the schedule and place students into classes according to pre-enrollment.

## Changing Schedules

Schedules may be changed during the first week of the semester. The change must be approved by the teacher or teachers involved, the parent or guardian, the counselor, and the Principal. If a student desires to drop a class at any other time, the parent or guardian must come to school for a conference with the teacher, the student, the counselor, and the Principal.

## Immunizations

Students should contact their local health department to see if their immunizations are up to date. The law provides that students will not be permitted to attend school unless immunizations are up to date. The school nurse keeps this record.

# DRESS CODE

Because appearance is important in making friends, getting jobs, and in all human relationships, students should dress in a neat and clean manner, not varying greatly from the styles of the time. There has been increasing evidence that the type of dress students wear to school significantly affects their attitude toward others and their concern for the educational experience they receive. Any manner of dress which causes commotion in the classroom will be considered unsuitable. Any clothing deemed inappropriate by the administration will result in a student being removed from classes until proper attire is worn. Flagrant violation of this may result in sterner disciplinary measures.

## Students May Not Wear

- Sleeveless style shirts.
- Shirts that show midriff or cleavage.
- Items of apparel bearing profanity, emblems of drugs including alcohol and tobacco, or obscene insinuations.
- Hats, sunglasses, or bandannas inside the building during school hours.
- Waistband that shows skin or undergarments.
- Shorts or pant cutoffs.
- Clothing with holes above the knee cap.
- Pajama pants/lounge pants.

## **Students May Wear**

- Capri pants that completely cover the entire knee area when properly seated.
- Dresses and skirts that come to the top of the knee or below (with or without leggings).

Students who continue to violate the dress code will have the following consequences.

1<sup>st</sup> offense —Warning and proper attire required to return to class.

2<sup>nd</sup> offense—Friday detention and proper attire required to return to class.

3<sup>rd</sup> offense—immediate 1-2 days ISS.

- Students who participate in shop class are subject to the safety requirements of their teachers.
- Students who participate in athletics are subject to the requirements of their coaches.
- Appropriate dress clothes will be worn on all field trips and departmental meetings.

## **DISCIPLINE POLICIES**

The Board recognizes the fact that standards are important for the maintenance of an atmosphere where orderly learning is possible and encouraged. The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective industrial program in the district's schools. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school.

In order to fulfill the responsibilities of the school, it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that is favorable for learning. Standards of students conduct are established by the Osceola Board of Education to create an environment in which each student's right to learn is protected. Students are expected to attend school punctually and regularly, to obey all the rules and regulations, to obey all directions and requests of teachers, to observe good order and correct deportment, to be obliging to school mates, to refrain from the use of profane or improper language, and to refrain from the use of tobacco and alcoholic beverages while on school premises or under school supervision. Students and parents/guardians will be notified of rights and responsibilities, including standards of conduct, through handbooks distributed annually and approved by the Board.

### **Disciplinary Procedures and Actions**

All school personnel have the responsibility to instruct, guide, and supervise students during school and school-sponsored activities with the objectives of promoting positive learning experiences and responding effectively to unacceptable student behavior. Proper instruction and supervision is everyone's responsibility and will produce good student behavior.

Disciplinary actions for behavior violations will be taken by responsible staff members, with parent involvement in every situation possible, to remediate and/or correct unacceptable student behavior. It is understood that all rules and regulations, especially those pertaining to conduct and behavior, cannot be mentioned in this handbook. The school expects each student to interact in a responsible, respectful, cooperative manner to teachers, school employees, other students, community members, and the physical property of our buildings so that it will not jeopardize anyone else's learning, health, or safety. The school reserves the right to make certain rules and regulation in order that the aforementioned educational atmosphere may be maintained.

The following are disciplinary, remedial, and/or corrective action processes to be used by responsible staff members. Consequences range from Friday detention, in-school suspension (ISS), out-of-school suspension (OSS), or possible expulsion.

### ***Alcohol/Illegal Drugs***

A student shall not buy, sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamines, barbiturate, marijuana, alcoholic beverage, mood-altering chemicals, intoxicants of any kind, or any item believed or represented to be a controlled substance while on school property or a school-sponsored trip. This also includes drug paraphernalia such as, but not limited to, rolling papers, roach clips, needles, bong, etc. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, but must be turned into the school nurse.

1<sup>st</sup> offense—10 days OSS and long-term suspension or expulsion recommended, possible loss of some extracurricular eligibility, and law enforcement notified.

2<sup>nd</sup> offense—10 days OSS, expulsion recommended, and law enforcement notified.

### ***Distribution of Non-prescription Medications***

Non-prescription medication may not be distributed by students and must be handled through the nurse's office.

1<sup>st</sup> offense—up to 10 days ISS.

2<sup>nd</sup> offense—up to 10 days ISS/OSS.

3<sup>rd</sup> offense—10 days OSS with recommended long-term suspension.

### ***Sale or Distribution of Controlled Substances***

1<sup>st</sup> offense—10 days OSS and long-term suspension or expulsion recommended, and law enforcement notified. Students may be required to participate in drug and alcohol counseling/rehabilitation and/or re-entry programs in order to avoid long-term suspension or expulsion if they are found to be in violation of this policy.

### ***Tobacco Products***

Tobacco or paraphernalia such as rolling papers, lighters, or matches are not permitted on the school grounds or in the school buildings at any time. Students are prohibited from using tobacco on or adjacent to school property, or while attending school activities (home or away).

1<sup>st</sup> offense—2-3 days ISS and confiscation.

2<sup>nd</sup> offense—1-3 days OSS, possible loss of some extracurricular eligibility, and confiscation.

3<sup>rd</sup> offense—10 days OSS, possible loss of some extracurricular eligibility, confiscation, and contact of legal authorities.

### ***Assault or Battery of a Fellow Student***

Any acts or words which cause a reasonable apprehension in the fellow student, whether students are kidding or they mean it, any immediate harmful or offensive contact to the fellow student's body, or any act which actually brings about a harmful or offensive contact to the fellow student's body is considered assault or battery.

1<sup>st</sup> offense—1-10 days ISS or OSS, possible contact of law enforcement, and recommended long-term suspension. possible loss of some extracurricular eligibility.

2<sup>nd</sup> offense—3-10 days OSS, possible contact of law enforcement, recommended long-term suspension, and possible loss of some extracurricular eligibility.

### ***Fighting and Other Violence***

Mutual combat in which both parties contributed to the physical conflict regardless of who started the confrontation is considered fighting.

1<sup>st</sup> offense—1-5 days OSS, 1-5 days ISS, and law enforcement notified . possible loss of some extracurricular eligibility.

2<sup>nd</sup> offense—10 days OSS, law enforcement notified, and possible loss of some extracurricular eligibility.

3<sup>rd</sup> offense—10 days OSS, recommended long-term suspension or expulsion, possible loss of some extracurricular eligibility, and law enforcement notified.



### ***Category I Weapon***

All firearms whether loaded or unloaded, are not allowed on school property or any activity home or away. Weapons include: guns (and/or projectile weapons) of all types including pellet, BB, stun, look alike, or any non-functioning gun that could be used to threaten others; knives more than three inches, switchblades, daggers, swords, razors, etc. or any automatically opening blade; artificial knuckles or any other object designed to be worn over the fist or knuckles; blackjacks, clubs, num chucks, or throwing stars; any explosive; any poison or chemical that is capable of causing bodily harm or death, any bow and/or arrow or slingshot; and any other device not listed above which can be used to intimidate, threaten, cause bodily harm, or death.

1<sup>st</sup> offense—confiscation, 10 days OSS, and recommended long-term suspension. possible loss of some extracurricular eligibility.

### ***Category II Weapon***

Students are forbidden to bring into school property or onto school grounds any item which is considered potentially dangerous. Examples of inappropriate materials include, but shall not be limited to: display/exhibit of small pocketknives three inches or less, possession of fireworks, smoke bombs, fire crackers, matches, lighters, tear gas, mace, ammunition, poppers, caps, throwing darts, or any nuisance item, toy, or unauthorized tool. Items that are considered “look alike” weapons violate the weapons policy.

1<sup>st</sup> offense—confiscation and up to 10 days ISS/OSS.

2<sup>nd</sup> offense—confiscation, up to 10 days OSS, and recommended long-term suspension.

### ***Verbal Assault/profanity Directed Toward Staff Members***

Any words or gestures, whether spoken on or off school grounds, which create or cause a reasonable apprehension in the faculty or school member of a harmful nature is considered verbal assault.

1<sup>st</sup> offense—2-10 days OSS and possible notification of law enforcement . possible loss of some extracurricular eligibility.

2<sup>nd</sup> offense—10 days OSS, recommended long-term suspension, and possible notification of law enforcement.

### ***Physical Assault/Battery of a Faculty or Staff Member***

Any act which actually brings about a harmful or offensive contact to the faculty or staff member’s body, whether on or off school grounds is considered assault or battery.

1<sup>st</sup> offense—10 days OSS, recommended long-term suspension or expulsion, and notification of law enforcement.

### ***Harassment***

Unwelcome teasing, or other general types of harassment will have the following consequences.

1<sup>st</sup> offense—Warning and Friday detention.

2<sup>nd</sup> offense—up to 1-3 days ISS.

3<sup>rd</sup> offense—1-3 days OSS.

### ***Sexual Harassment***

Sexual harassment is a particular form of sex discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment will not be tolerated by students/teachers. Any student, who believes they have been a victim of sexual harassment, should report the issue to a teacher, counselor, or Principal. Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy.

1<sup>st</sup> offense—1-5 days ISS/OSS.

2<sup>nd</sup>/3<sup>rd</sup> offense—1-10 days OSS, recommended long-term suspension, and possible notification to the proper authorities.

## ***Bullying***

Bullying is the intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. This includes cyberbullying.

1<sup>st</sup> offense—up to 10 days OSS relevant to the offense.

2<sup>nd</sup> offense—up to 10 days OSS and possible contact of legal authorities.

3<sup>rd</sup> offense—up to 10 days OSS, recommended long-term suspension, and possible contact of legal authorities.

## ***Vandalism***

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment, or other school property lost or damaged beyond ordinary wear and tear. Restitution shall be assessed by the Superintendent.

Any student who intentionally defaces school property shall be required to pay for all damages and may be subject to additional disciplinary action.

1<sup>st</sup> offense—ISS/OSS, parent and proper law authorities notified, restitution, and long-term suspension may be recommended for certain acts of vandalism.

2<sup>nd</sup> offense—10 days OSS, recommended long-term suspension or expulsion, and restitution.

## ***Classroom/Hallway/Lunchroom Disruption***

(Principal takes severity into account.)

1<sup>st</sup> offense—Warnings, and Friday detention.

2<sup>nd</sup> offense—ISS, short-term removal from class, and Friday detention.

3<sup>rd</sup> offense—1-10 days ISS/OSS and parent conference.

## ***Horseplay***

Pushing, shoving, poking, tripping, wrestling, etc is considered horseplay. Students need to keep their hands to themselves at all times.

1<sup>st</sup> offense—Warning and Friday detention.

2<sup>nd</sup> offense—1-3 days ISS and Friday detention.

3<sup>rd</sup> offense—1-3 days ISS/OSS.

## ***Profanity—Hallway or Classroom (verbal, written, or transmitted electronically)***

1<sup>st</sup> offense—Warning, Friday detention, or 1-3 days ISS.

2<sup>nd</sup> offense—2-5 days ISS and Friday detention.

3<sup>rd</sup> offense—3-10 days ISS/OSS.

## ***Disrespect/Inappropriate Classroom Behavior***

(Principal takes severity into account.)

1<sup>st</sup> offense—Warning, Friday detention, and ISS.

2<sup>nd</sup> offense—Friday detention and ISS.

3<sup>rd</sup> offense—Friday detention, ISS, and 1-10 days OSS.

## ***Insubordination***

Non-verbal or verbal refusal to follow a reasonable request by school personnel, and continued disregard for school rules is considered insubordination. **This would include refusal by a student to turn over their cellphone to a faculty member.**

1<sup>st</sup> offense—2-3 days ISS or 3-10 days OSS, depending on severity.

2<sup>nd</sup> offense—3-10 days OSS and parent conference.

3<sup>rd</sup> offense—10 days OSS and long-term suspension recommended.

### ***Lying/Forged Passes/Altering Professional Documentation***

It is unacceptable conduct for a student to forge the signature of parents, teachers, school personnel, or to alter professional documentation in order to gain approval or acceptance under false conditions. Lying to school personnel is unacceptable and is a violation of this policy.

1<sup>st</sup> offense—Friday detention, 2-3 days ISS, and possible doubling of other punishment depending on circumstances.

2<sup>nd</sup> offense—2-8 days ISS, 2-3 days OSS, and possible doubling of other punishment depending on circumstances.

3<sup>rd</sup> offense—Up to five days OSS, and possible doubling of other punishment depending on circumstances.

### ***Stealing***

In all cases, restitution by payment or return of stolen property shall be made. This includes the theft of any items while on a school activity trip away from the school. The appropriate law enforcement agencies may be contacted and the incident reported. To minimize theft, students are asked not to bring valuables to school that do not have an educational purpose.

1<sup>st</sup> offense—1-10 days ISS/OSS, law enforcement notified, and restitution.

2<sup>nd</sup> offense—10 days OSS, long-term suspension recommended, restitution, and law enforcement notified.

### ***Cheating/Plagiarism***

Cheating by students on assignments, tests, and research papers can be a problem for the student, parent, and teacher. Whether a student gives or receives the information, the consequences are the same. Cheating results in a zero on the assignment, which will dramatically affect a student's grade. The incident could be used later to withhold honors or scholarships from a student. Cheating is a serious academic offence.

1<sup>st</sup> offense—"Zero" on activity and reported to the Principal.

2<sup>nd</sup> offense—"Zero" on activity, two-day ISS, Friday detention, and parent conference.

3<sup>rd</sup> offense—three days ISS, "F" for the grading period, and parent conference.

### ***Cell Phones and other Electronic Devices***

Electronic devices such as cell phones, radios, CD players, Ipods, mp3 Players and other electronic devices are not required at school and are best left at home. Here after these devices as a group will be referred to as just cell phones even though all are included. The use of cellphones would be permissible before and after school, between classes, at lunch, and by students released from their advisory class during tomahawk time; in addition, students may be able to use these devices during class with express permission from the teacher when they serve an educational purpose. The faculty has the right to not allow cell phone use. The faculty may request that a student turn over their cellphones during class for any reason. For example, a teacher may have all students turn over their cell phones during class for a test or to lessen the possibility of disruption and then returning the cell phone after class. Cell phones that are out or used during class without express permission will be confiscated and turned over to the office. Individuals that have their phones confiscated and turned over to the office would be in violation of the cell phone policy and the following offenses will be applied. Cases where a cell phone was used to harass, or engage in other misconduct would be in violation of this cell phone policy and may warrant more severe consequences found under these violations in addition to the cell phone consequences.

1<sup>st</sup> offense—item returned to the student at the end of the school day and the student may not bring the cell phone to school for the remainder of the current quarter and the following quarter.

2<sup>nd</sup> offense—Friday night school, item returned at the end of the school day and the student may not bring the cell phone to school for the remainder of the current semester or the following semester even if the following semester is the next school year.

3<sup>rd</sup> subsequent offenses—10 days ISS, item returned only to the parent and the cell phone may not return to school for the remainder of the school year and the following school year.

--Refusal to turn over the cell phone for any reason would be considered insubordination and be dealt with under the insubordination policy. This includes a teacher asking that all students turn over their cell phones during class. An example would be the teacher asking all students to turn over their cell phones during a test, lecture, or classwork time. Any student not doing so would be insubordinate and the consequences would be dealt with as a violation of this cell phone policy and the insubordination policy.

--Bringing a cell phone to school when not allowed to because of a cell phone violation described above would be a violation of the cell phone policy and the insubordination policy and would be dealt with as such.

--The principal may set up a system that discontinues the use of all cell phones for all students at any time during the school day or for any part of the school day for any number of days.

### ***Public Display of Affection***

Students may not participate in display of affection including hand holding, kissing, or embracing.

1<sup>st</sup> offense—Warning.

2<sup>nd</sup> offense—1-3 days ISS.

3<sup>rd</sup> offense—3-6 days ISS and 1-3 days OSS.

### ***Internet and Computer Usage Violation***

The internet and computers are to be used appropriately and for educational purposes. Computers are used to support learning and enhance instruction. All computers are to be used in a responsible, efficient, ethical, and legal manner. Vandalism will result in immediate loss of all computer privileges and restitution of damages. Students will be suspended from all computer use during an investigation period.

Internet users may **not**:

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette.
- Change any computer files that do not belong to the user, including things like wallpaper settings.
- Send or receive copyrighted material without permission.
- Download or install a file, program, game, etc.
- Send anonymous messages of any kind.
- Access a file that contains pornographic pictures/materials.
- Send/receive messages that are racist, sexist, or obscene.
- Unplug, alter settings, or tamper with the back of the computer.

1<sup>st</sup> offense—2-5 days ISS and loss of non-class-work computer privileges for a quarter (not less than 30 school days).

2<sup>nd</sup> offense—2-3 days OSS and loss of all computer privileges for the semester (not less than 45 school days).

3<sup>rd</sup> offense—4-5 days OSS and loss of all computer privileges for the school year.

Certain violations with the computer and the Internet could result in more severe discipline and immediate reporting to the legal authorities. Certain violations on the Internet could violate State and Federal Laws. Appropriate action would take place at that time.

As some of the violations are very similar in nature at times a second or third offence consequence may be applied to a student's first offence if one of the similar violations have already

been applied. For example, if a student has been disciplined for misconduct in the hallway, the student may be disciplined as a second offence when he/she has a similar violation in the classroom.

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

1. In-school suspension may be assigned only by the High School Principal or his representative.
2. Days will be assigned at the discretion of the Principal. Always the next available day.
3. In-school suspension time will be from 8:20 to 3:10 on regularly scheduled school days. Students will report to the in-school suspension room (209) with books and materials for class. Students will complete work assigned by their regular teachers and the ISS instructor.
4. Students will not be allowed to leave the room except for restroom breaks and lunch.
5. Lunch will be picked up before or after the 1<sup>st</sup> regular lunch shift generally at 11:10am. Then lunch will be taken back to the room to be eaten.
6. Students will be taken as a group to the restroom as needed by the group. You will not be allowed to leave otherwise, so plan to use the restroom at each break. These breaks will occur approximately 10 min. into each class.
7. Students who are uncooperative will be asked to leave and the day will count as a day of OSS. In addition, any remaining days of ISS will likely become OSS days as well.
8. Students who are serving an in-school suspension will not be allowed to attend or participate in extra-curricular activities on the day of the in-school suspension.
9. Students will be required to leave all cell phones and other electronic devices on the instructor's desk while in ISS.

### ***Out of School Suspension (OSS) Guidelines***

1. Out of school suspension may be assigned only by a Principal or Superintendent.
2. Suspensions will begin immediately.
3. Suspension days are days that school is actually in session, thus snow days and weekends do not count toward the days suspended.
4. A suspended student may not be on school property once he/she has been suspended for any reason except to have a planned meeting to be reinstated.
5. Students who are serving an Out of school suspension will not be allowed to attend or participate in extra-curricular activities for at least 3 times the number of calendar days as the Out of school suspension.

6. Students will not be allowed to get credit for the work they missed during the time they are suspended. However, a student can earn the right to get credit for the work they miss during suspension by performing pre-approved community service.
7. To earn the right to make up missed work the following general rules apply to community service.
  - a. It is the student's responsibility to find and set up community service hours.
  - b. The student must complete 3 hours of community service for each day suspended and can't be done for only part of the days suspended.
  - c. All community service must be complete and the records turned in within 1 week of returning to school.
  - d. Community service can't be completed with someone whom you are related to within the 3<sup>rd</sup> degree.

## **ABSENCES**

All residents of school age are required to attend school in accordance with the compulsory attendance laws of the state of Missouri and the rules and regulations of the Osceola Board of Education. The value of instruction received in the classroom cannot be over-emphasized. Lectures, interpretation, and discussion occurring when a student is absent can never be made up.

Students are deemed to be under the jurisdiction of the school from the time they leave from home until they return home from school. Students who must leave the school campus for any reason during the school day must check out in the Principal's office.

When a student is absent from school the student is to bring a note from a parent. The note should state the reason for the absence, the date of the absence, and include the parent's signature. Parents and guardians will greatly aid the school in promoting the interests of the students if they will not ask to have students excused during the day except in extreme emergencies.

### **The following general rules apply to absences:**

- Students who are absent from school more than 6 days in a semester will be assigned to attend a Friday Night School session regardless of the reason for the absence. Under special circumstances the administration may consider multiple days in a row as one absence for the purpose of this policy.
- Students who have excessive absences will be referred to DFS and/or the prosecuting attorney if educational neglect is suspected. Absences of ten or more days in a semester will generally be considered excessive at the discretion of the administration. In addition, the juvenile office will be notified after seven unexcused absences.
- Parents will be periodically notified of all absences and tardies.
- No student shall be excused from school for special lessons or activities outside the jurisdiction of the school, without the school's approval.
- If a student is absent because of illness, the student should remain at home.
- The student will not be permitted to attend any school activities on the day they are absent. If a student leaves school because of illness during the day the student will not be permitted to attend any school activities on that day or any club trips the following day, without permission from the Principal.
- A student who does not take part in school sponsored trips must attend school that day unless illness prevents it or the student has received permission from the administration for other arrangements.

- Seniors skipping school at any time may be required to make up time missed before a diploma will be issued. Seniors who miss school during the fourth quarter because of job hunting, shopping, beauty appointments, and working will be expected to make up the full time missed after regular school hours. As soon as a senior is aware that an absence will occur, the Principal should be contacted. Seniors with attendance or disciplinary problems may be barred from school trips, the prom, or may be required to attend school when others are dismissed. If the school calendar permits, seniors with good attendance and good conduct will be dismissed after graduation practice.
- Make-up work for-absences will be given by the teacher. All work assigned must be made up within two days for the first day absent and one day for each additional day, or at the teacher's request. For example, if a student is absent two days in a row, they have two days after their return to get the first day's work turned in, then one additional day to get the second day's work turned in. It is the responsibility of the student to request make-up work immediately upon returning to class.
- **Students with more than 9 absences in any class in a semester will be issued an academic penalty in the form of a grade reduction. This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. The penalty will be applied to the student's semester grade(administrative discretion is allowed for extreme life changing circumstances). Any student may reduce accrued absences by attending make up sessions in the form of Friday night school during the semester. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five absences by attending Friday night school. Grade reductions will be as follows:**

Absences	Grade reduction
10	2%
11	4%
12	8%
13	16%
14	32%
15+	50%

## TARDIES

When a student is tardy arriving to school, he/she must report to the high school office before going to class. Plenty of time is allowed between class periods to insure getting to class on time. Passing periods are not intended for visiting; budget time wisely. When a student is tardy going from class to class, he/she is to report directly to the teacher. The teacher will report the tardy to the office and will follow the discipline section of the handbook. Tardiness of more than 15 minutes to any class shall be considered an unexcused absence.

### Truancy

A student is truant if after leaving their home for school they do not attend school, they leave the campus during school hours without permission from the office, or if the student does not attend a class. Possible loss of some extracurricular eligibility Subsequent letters or notes indicating approval of parent or guardian for absences cannot be accepted.

1<sup>st</sup> offense—3-4 days ISS.

2<sup>nd</sup> offense—3-6 days ISS. Upon returning to school, truants must be accompanied by a parent or guardian who shall make personal application to the Principal for re-admission.

3<sup>rd</sup> offense—Long-term ISS. Upon returning to school, truants must be accompanied by a parent or guardian who shall make personal application to the Superintendent and/or School Board for re-admission.

### **Tardy —To School or Class**

1<sup>st</sup> offense—No action taken for the first unexcused tardy (per quarter).

2<sup>nd</sup> offense—Second tardy, and warning.

3<sup>rd</sup> /4<sup>th</sup> offense—Friday detention will be assigned by the teacher.

5<sup>th</sup> + offense—1-3 days ISS.

## **SCHOOL PARTIES AND ACTIVITIES**

All social activities are to be limited to members of the Osceola High School student body, with the exception of the Junior-Senior Prom, Homecoming, and Courtwarming. Parents and guests are not necessarily excluded by these regulations. An out-of-school guest must be pre-arranged.

Social activities are to be concluded by 10:00 P.M. on nights which precede a school day. By special request of the sponsor, activities that occur on Friday and Saturday night may be concluded at midnight.

Any student who attends a social activity is expected to remain within the building or area where the activity is held until the student takes their final departure. When a student leaves the scene of the activities, the student will not be allowed to return. Participants of these activities are reminded that gentlemanly and ladylike conduct is expected at all times.

Social activities should be limited to members of the sponsoring organizations unless the sponsor requests otherwise. In order to attend school dances, high school students must meet the requirements of the “F” rule and must not have been suspended since the beginning of school or since the last dance, whichever time is shorter (Prom will be exempt from this suspension rule; however, student currently suspended, ISS or OSS, will not be allowed to attend any school function including PROM). Junior high students must meet the requirements of the “F” rule and must not have been suspended since the beginning of school or the beginning of each quarter, whichever time is shorter.

Dropouts in the school year in which they drop out are ineligible to attend any school function or activity (including PROM, other dances, and games) unless they re-enroll at the beginning of the second semester and meet all of the above criteria.

### **Homecoming**

Homecoming is held in the fall of each year during football season and is sponsored by the Student Council. The queen is chosen in the following manner.

- The junior and senior class will select two candidates each to run for queen for each event by popular vote. Candidates selected must be eligible to attend the dance. Once a girl is elected queen, she can never be a candidate again. However, a girl who is not elected queen can be selected by her class to run for queen in the same year or in the subsequent year.
- The queen will be elected by popular vote.
- The freshman and sophomore class will select one girl each by popular vote who will comprise the Homecoming/Courtwarming court for each event. These young women may be selected more than one time for the court.
- The sports teams will provide escorts.
- The freshman and sophomore class will select two candidates each to run for princess for each event by popular vote. Candidates selected must be eligible to attend the dance. Once a girl is elected princess, she can never be a candidate for princess again. However, a girl who is not elected princess can be selected by her class to run for princess in the same year or in the subsequent year. A girl that was a candidate, or is elected as princess may run for queen in her junior or senior year.



## **Courtwarming**

Courtwarming is held during basketball season and is sponsored by the Student Council. The queen is chosen in the same manner as Homecoming.

## **Junior-Senior Prom**

The Junior-Senior Prom will be held in the spring with the junior class presiding over all arrangements and financial duties. The Prom committees will be subject to the authority of class sponsors and administrators at all times. The Prom prince and princess will be selected by the faculty.

## **Senior Trip**

The senior class is allowed a trip in the spring of the year they graduate. Only seniors eligible for graduation and those seniors who passed all subjects at semester and third quarter will be permitted to attend the senior trip. The school will determine the number of adult sponsors necessary.

# **EXTRACURRICULAR ELIGIBILITY**

Osceola High School is a member of the Missouri High School Activities Association. All eligibility rules of this organization apply to the rules below.

All students failing a single class at the end of a quarter will be ineligible to participate in all extracurricular activities during the first two weeks of the following quarter. If the student is passing the quarter at the end of those two weeks he/she will become eligible to participate. Grade checks will be conducted at the end of two weeks, four and one half weeks, six and one-half weeks, and the end of the quarter. If at any time the student who received an "F" the previous quarter has a failing grade, they will become ineligible to participate for a two week period. In addition, any high school student failing two courses at semester will be ineligible for the following semester, and any Jr. High student failing two courses at the end of a quarter will be ineligible for the following quarter. Students receiving an incomplete grade will be ineligible for extracurricular activities until the incomplete grade is removed. Sixth graders promoted to seventh grade and eighth graders promoted to ninth grade *will* be eligible if they meet MSHSAA guidelines. Examples of activities covered by this rule include district music contest, interscholastic athletic events, and cheerleading. In addition, students who are ineligible under this policy will not be allowed to attend school activities that cause the student to leave during school hours. Seniors must pass all subjects at semester and third quarter in order to go on the senior trip.

## **Athletics**

Osceola High School is a member of the Western Missouri Conference composed of Adrian, Appleton City, Archie, Drexel, Midway, Rich Hill, and Miami High Schools. Inter-school sports in which the Osceola High School participates are football, basketball, volleyball, track, baseball, softball, and cross-country.

In accordance with the MSHSAA, our school operates on the basis of eligibility lists. In order for a student to participate in a public performance, they must meet the minimum scholastic standards of the MSHSAA and they must qualify as a good-school citizen. A student who misses any part of school the day of a contest without prior approval from the Principal will not be eligible to represent his/her school on that date. All students representing the school in any event should conduct themselves in a sportsmanlike manner.

Athletic letters are awarded in all varsity sports and are presented at the athletic banquet sponsored by the Booster Club.

## **Clubs, Organizations, and Trips**

Each student is encouraged to participate in at least one club other than class meetings and Student Council.

- Class and club meeting dates will be determined by the sponsor after consulting the Principal. No student meeting or activity should be scheduled unless the sponsor can be in attendance for the duration of the activity.
- Class and club parties, activities, trips, and fundraising projects should be scheduled in the fall and should be concluded by April 1. They must be scheduled on the official calendar in the Superintendent's office. Each class is allowed one fundraising event and one social activity per year. Each class shall have one organizational meeting per year with the option of additional meetings as necessary.
- A student may serve as an officer in only two organizations or clubs. In addition, the student may serve on the Student Council.
- Club trips will be assigned by a schedule for every-other-year participation. Acceptance will be left up to the sponsor and club group in their year.
- An itinerary for all trips must be approved in advance by the administration. Clubs will have the option of scheduling an evening event or a field trip.
- Students must have a 90% attendance rate (from the beginning of the year) in order to be eligible for school trips, including the senior trip. In addition, a student must be excused by the Principal for an absence or attend a full day of school prior to being eligible to participate.
- Any student receiving an Out of School Suspension will be unable to attend any field trip of any kind for at least 3 times the number of days as the Out of School suspension.
- All transportation for school trips will occur in school designated vehicles. Students will not be allowed to drive personal vehicles. Students can be released to ride home with parents from away events.
- Fundraising activities must be approved by the Principal.
- Boys and girls will not be allowed to sit together during school trips.

## **Criteria for Officers of all Student Organizations**

- The student must have a 90% or better attendance rate for the preceding quarter, or a doctor's excuse explaining why the student was unable to attend. Other reasonable circumstances may be excused as determined by the Principal.
- The student must be passing in all subjects during the previous semester.
- The student is not to have been suspended during the previous semester. The student is not to have had a disciplinary action by the Principal during the previous semester.
- Dropouts are ineligible until they complete a successful semester.
- If at any time during the student's tenure in office the student fails to meet the above criteria, the student will be removed from office and the organization shall select a member to fill the vacancy.

## **GRADE CARDS**

Grade cards are issued quarterly and will either be mailed home or handed out at a parent conference. Grade cards will be held if a student has an overdue book from the library or owes money for lunches, books, etc., until such charges are taken care of.

The grade system used in the Osceola Public School is as follows.

A—equals excellent work, indication that the student has done work beyond the minimum requirements of the assignment.

B—equals superior work, indication that at least the minimum requirements of the assignment have been met in a superior manner.

C—equals average work, indicating that the minimum requirements have been met in a satisfactory manner.

D—equals inferior work, indicating that the minimum requirements are not being met in a satisfactory manner, although some progress in the work is evident.

F—equals failing work, indicating that the minimum requirements are not being met in a manner that indicates progress in the work.

Weighted grades, as described in the Enrollment Handbook, will be used in calculating the honor roll, class rank, Valedictorian, and Salutatorian.

## **Honor Roll**

The honor roll will be established by the following guidelines.

- Students achieving a GPA above 3.49 for the previous quarter will be included on the A honor roll.
- Students achieving a GPA between 3.00 and 3.49 for the previous quarter will be included on the B honor roll.
- Anyone receiving a grade below C in any class will be disqualified for the quarter in which the low grade was earned.
- All subjects will be used in determining the honor roll.

## **Awards, Scholarships, and Honors**

Attendance, tardies, citizenship, proper language, etc. will be considered when a scholarship or other honors are decided.

# **GRADUATION**

Because graduation should be the highlight of a student's school career, attendance of all graduating seniors is required. Diplomas of those absent will not be signed except in cases of illness of the student or death in the immediate family. The senior class may choose its commencement speaker if they desire.

## **Valedictorian-Salutatorian**

The Valedictorian and Salutatorian will be the students who have the highest and second highest GPA in their class. The GPA will be figured on eight semester grades. Students must be a full-time student and attend Osceola High School a minimum of two years to be eligible for Valedictorian or Salutatorian.

## **Class Rank**

Class rank for seniors will be figured at the end of the seventh semester. In figuring class rank, all grades on the transcript or permanent record from grades 9-12 will be used.

## **Baccalaureate**

Baccalaureate consists of a brief religious service for the graduating seniors held on the Sunday preceding graduation. The service may be held either in the afternoon or the evening. Baccalaureate will be sponsored by an outside organization, such as the Ministerial Alliance.

## LOCKERS

A locker is assigned to each student for their personal use during the school year. The student will use only the locker assigned to them. If a student provides a lock for their locker, they must leave the combination or an extra key in the Principal's office.

The school reserves the right to inspect the lockers at any time during the school year. Lockers are school property. Lockers should contain only school supplies and wraps. Pictures and other papers are not to be fastened to the outside of locker doors. However, magnets may be used on the inside of the doors. Do not leave valuable items such as purses, billfolds, or money in lockers. All valuables should be removed from the school premises at the end of the day. The school will not be responsible for any valuables at any time; this includes band instruments and other equipment used in school activities.

## COMPUTERS

The Osceola School District has provided computers to be used by students for an educational purpose. A release paper must be signed before the student work can be published on the school web site. The school may provide students with an email account; however, the use of personal e-mail in any form is prohibited.

The following guidelines are to be adhered to by students accessing the Osceola Public School District's technology resources. The District Technology Usage Policy may be accessed on the district web site or requested from the school office.

- No student will be given access to the district's technology resources until the district receives a *Technology Usage Agreement* signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent.
- Each student will be given a user ID and password to be used to access the district's technology resources. Using another person's user ID and/or password or sharing one's user ID and/or password is prohibited.
- All district technology resources are considered school property and are intended for learning and not for entertainment. Students should use the computer programs and files with the approval of the instructor. Users should not download or install any programs or files onto the computer or network, or change any system settings on the computer or network. The user and/or parent/guardian will pay for any damage caused to the computer or peripherals resulting from inappropriate use.
- Because not all materials on the Internet are appropriate for student use, the district filters incoming Internet traffic. Users should not deliberately open inappropriate files or use the Internet for any purpose not sanctioned by the classroom instructor(s). Messenger services, non-school e-mail, chat, and personal directories (such as myspace and facebook) are prohibited. Users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district. Users should not agree to meet with someone they have met online without parental approval. If parents prefer that their child NOT have access to the Internet, it will be necessary for them to indicate so on the *Technology Usage Agreement*.
- District and class information, club news, and sports activities will be published on the Osceola District Web Site at <http://www.osceola.k12.mo.us>, and on the district Facebook page. Documents will not include personal information about students. When photos are used, last names or other information that may lead to the identification of any one student will not be included. If parents prefer that their child not appear on the web site or other social media it will be necessary for them to send a letter to the Principal reflecting this request.

# CAFETERIA

A hot lunch, milk, and salad bar is served in the cafeteria each day. The cost for student meal tickets is \$7.75 weekly or \$1.55 daily. The charge for adult meal tickets is \$2.20. A la carte items will be available for \$1.00, with the purchase of a regular meal.

Lunches should be paid for before 8:20 A.M. each day, preferably each Monday morning for the entire week. If money is forgotten, a charge will be allowed one time. This charge must be taken care of before the student can charge again.

Breakfast is also served each day. The cost for breakfast is \$1.05 for full price, \$.30 for reduced, and \$1.00 for adults.

The following common courtesies and rules are to be observed in the cafeteria.

- Students will not run to or from the cafeteria.
- Students will not move out of turn or cut the line.
- Students should observe proper table manners and eating habits.
- All students are expected to be in the cafeteria during their assigned lunch time, just as they would be present during any other class.
- Any student who is subject to a disciplinary procedure during the lunch period will be last in the lunch line, and will sit at a specified table. This penalty will be continued for a week or more, depending upon the nature of the offense.

# TRANSPORTATION

## Buses

The school bus service is operated at no cost to the student. It is provided for all who live at least one mile from the school. It is important that students ride the bus consistently because state financial aid is based on the number of days students ride the bus.

The driver is in charge of the bus and its passengers; students are expected to observe classroom conduct on the bus, with the expectation that conversation in normal tones is permitted. All rules of the highway will be observed by the driver of the bus. The importance of the driver's job cannot be overemphasized because of the responsibility for the welfare and safety of the students. The driver will make every effort to be on time and will operate the bus over the route as approved by the Board of Education. Do not ask the driver to change his route.

### **The driver has authority to do the following.**

- Assign seats.
- Remove students from the bus when they are endangering the safety of themselves and others by distracting the driver with improper conduct. If a student is removed from the bus it will be necessary for the student's parent or guardian to have a conference with the superintendent before the student will be permitted to ride the bus again. If, after the conference, the student's misconduct is sufficient to warrant such action, the driver may refuse to let the student ride the bus until the student improves his/her conduct.

### **The following rules must be observed by students.**

- Notify the driver ahead of time when students plan to not ride the bus.
- Be on time so there will be no delay.
- Wait until the bus stops before moving toward it.
- Remain seated while the bus is in motion.
  
- Keep the bus neat and clean by disposing of trash properly and removing personal belongings when leaving the bus.
- Keep arms and head inside the bus at all times.
- Do not open emergency door.

- If student is not coming to school, he/she are not permitted to ride the bus.
- Permission from the Principal is required to ride a bus other than the one to which is assigned.
- Wait until the bus stops before getting up to leave.
- When crossing the highway upon leaving the bus, students should cross in front of the bus.
- All school rules apply on buses.

The driver and students are invited to report violations of the above rules to the Superintendent.

## **Student Cars and Parking**

Driving is a privilege. For this privilege the student must show a willingness to comply with school regulations. Repeated violations will result in the driving privilege being revoked.

### **The following rules must be observed by student drivers.**

- Cars must be parked promptly upon arrival. Students will not be permitted to joyride on streets in front of or adjacent to the school.
- Cars should be locked and the driver and passengers should enter the building immediately.
- Students are not permitted to occupy or retrieve items from parked cars at any time during the hours school is in session.

## **MISCELLANEOUS POLICIES**

### **Fees and Rentals**

There will be no rental or fees for textbooks. Students will be required to pay replacement costs for lost books and repair costs for books marked or damaged. Students will be charged for personal copies, as follows:

\$ .10 for each page of printed material.

\$ .30 for page consisting of large pictures and color pages.

\$ .05 for pages copied on office copy machine.

### **Assemblies**

Regular and special assemblies will be held which all students are expected to attend. Each class may be assigned a section in which to be seated. Be gracious to visitors and give your attention as soon as the chairman or speaker stands.

An awards assembly is held during the final week of school for the purpose of recognizing student achievements.

### **Bulletin Boards**

Bulletin boards are placed in strategic locations around the school for the purpose of posters, bulletins, and special announcements. Students should check the bulletin board once daily for new materials. Students may not place items on the bulletin board without permission from the Principal.

### **Permit to Use Building**

Student may not use any part of any school building during time when school is not in session, unless accompanied by an authorized faculty member. Permission must be secured from the Principal in charge of the building.

### **Telephone**

Telephones in the offices are business telephones and should not be used for personal calls. Parents are urged not to call the school to give messages or talk to students unless absolutely necessary. Students may be called to the telephone only in case of an emergency and messages will be delivered to students when deemed necessary. The telephone in the entryway may be used before school, between classes, after school, or with permission from the office.

## **Visitors**

All visitors must report to the office upon entering the school grounds to register and receive a visitor's pass. The Osceola Schools welcomes parent involvement; however, due to the disruption of student's academic and social routines, special arrangements, such as a phone call to the office, should be made in advance for parents and/or grandparents who wish to eat with their child. No person will be allowed to visit who is attending class elsewhere or has been suspended or dropped from this or any other school.

## **Yearbook**

Each year a yearbook entitled *Indian Scout* shall be published. The yearbook staff shall be composed of students who are enrolled in the journalism class. Any parent who does not wish to have their student's picture in the yearbook or the release of other directory information by the district should request in writing that this information not be used within the first two weeks of school.

## **Office Purchases**

All purchases from the school office should be made before classes start in the morning or during the lunch period. Purchases may not be made during or between classes. Do not come to the office during the school day to make purchases or get change.

## **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, highly mobile children, such as migrant and homeless children, 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 Osceola Public Schools assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 Osceola Public Schools 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 Osceola Public Schools 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 Osceola Public Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Osceola Public School between 8:30 and 3:00 on the days school is in session.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the superintendent's office of the Osceola Public Schools, 76 SE Hwy WW, Osceola, Missouri 64776, or call 417-646-8143.

This notice will be provided in native languages as appropriate.

## Standard Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting.

For further information, see Board Policy KL-AP.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.





# TECHNOLOGY USAGE GUIDELINES

The following guidelines are to be adhered to by students accessing the Osceola Public School District's technology resources. Students and parents are encouraged to read the District Technology Usage Policy regarding the specific rules. The District Technology Usage Policy may be accessed on the district website or requested from the school office.

## District owned technology

1. No student will be given access to the district's technology resources until the district receives a *Technology Usage Agreement* signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent.
2. Each student will be given a user ID and password to be used to access the district's technology resources. Using another person's user ID and/or password or sharing one's user ID and/or password is prohibited.
3. All district technology resources are considered school property and are intended for learning and not for entertainment. Students should use the computer programs and files with the approval of the instructor. Users should not download or install any programs or files onto the computer or network or change any system settings on the computer or network. The user and/or parent/guardian will pay for any damage caused to the computer or peripherals resulting from inappropriate use.
4. Because not all materials on the Internet are appropriate for student use, the district filters incoming Internet traffic. Users should not deliberately open inappropriate files or use the Internet for any purpose not sanctioned by the classroom instructor(s); non-school provided email, are prohibited. Users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district. Users should not agree to meet with someone they have met online without parental approval. If parents prefer that their child NOT have access to the Internet, it will be necessary for them to indicate so on the Technology Usage Agreement.
5. Students are expected to be good digital citizens and must be aware of appropriateness of communications when using district or personally owned devices. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. Any behavior that is a substantial disruption to the educational process is subject to disciplinary action.

6. District and class information, club news, and sports activities will be published on the Osceola District Web Site at <http://www.osceola.k12.mo.us>, and on the districts Facebook page. Documents will not include personal information about students. When photos are used, last names or other information that may lead to the identification of any one student will not be included. If parents prefer that their child not appear on the website or Facebook, it will be necessary for them to send a letter to the principal reflecting this request.

### Use of Personal Electronic Devices

To have the greatest impact on ensuring our students reach their potential and to support this priority, Osceola schools have determined that regular, reliable, and easy access to technology is beneficial. While technology does not drive the learning or replace face-to-face interactions, it supports our vision for transforming teaching and learning and to prepare our students to effectively use technology in their future. Thus Osceola secondary is allowing students to bring personal electronic devices to support instruction under the following guidelines.

1. At the sole discretion of the building administration, student are allowed to bring their own Personal Electronic Devices(PED) to school for use during the school day in accordance with all the terms of the student technology agreement for district owned technology. The secondary students may carry these devices during the school day and use the PED during non academic periods, but may only use the PED during academic periods with prior approval of the classroom teacher. The possession and use of PED is a privilege, not a right. The district may revoke the privilege of possession and using a PED at any time at its sole discretion. The district may also take possession of and examine a student's PED upon reasonable suspicion that a violation of district policy or law has occurred.
2. Personal Electronic Devices include, but are not limited to laptops, portable media players, mobile phones, smart phones, tablet computers, iPads, iPods, e-readers, video game devices, cameras, video cameras, music players. All accessories, cases, wallpaper and backgrounds must be school appropriate and not disruptive to the educational environment.
3. PED's may not be used to capture sound, video, or photo images at any time or anywhere during the school day or while being transported in a district vehicle without the prior approval of an administrator. In addition, PEDs may not be used to capture sound, video, or photos at anytime in which an individual has an expectation of privacy. Including but not limited to locker rooms and restrooms. PEDs or any district technology resources may not be used to capture, transmit, distribute or display to others any message, sound or image that may be considered violent, obscene, pornographic, vulgar, or which includes fighting or nudity.
4. Students who bring PEDs for use during the school day do so at their own risk. The district assumes no responsibility or liability for lost, stolen, damaged, or misplaced PEDs which includes any PED confiscated by district personnel. The district additionally is not responsible for any loss of information, corrupted files, software or hardware problems or viruses that may occur from use of the PED or access to the district network. While at school, students must use the district's secured wireless network. Use of 3G and 4G wireless connections are not allowed. Through the districts network students will have access to their one drive but not their H drive. It is important to note that while it is possible to print through the districts network, compatibility with all devices is not guaranteed. Keep in mind that using school printers in the classroom is at the discretion of the teacher.