

# STUDENT HANDBOOK

2023 - 2024



*Early Childhood Center*

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## General District Information

### District Mission and Vision

# SCHOOL OF THE OSAGE

IN PARTNERSHIP WITH OUR

*students, families, and community,*

## WILL EQUIP ALL LEARNERS

TO MEET THEIR MAXIMUM POTENTIAL

***FOR** a lifetime of success.*

### District Vision

## *Raising Excellence. The Osage Way.*

*...Through our Core Values*

# ***Strength***

# ***Opportunity***

# ***Innovation***

# ***Tradition***

# Board Approved Calendar

School of the Osage - Student Calendar 2023-2024		
Board of Education Approved 11/15/22		
	August-23	
	S M Tu W Th F S	
	1 2 3 4 5	
	6 7 8 9 10 11 12	
	13 14 15 16 17 18 19	
8/22: First Day of School	20 21 22 23 24 25 26	
	27 28 29 30 31	
Instructional Days = 7		
	January-24	
	S M Tu W Th F S	
	1 2 3 4 5 6	
	7 8 9 10 11 12 13	
	14 15 16 17 18 19 20	
	21 22 23 24 25 26 27	
	28 29 30 31	
Instructional Days = 18		
	September-23	
	S M Tu W Th F S	
	1 2	
	3 4 5 6 7 8 9	
	10 11 12 13 14 15 16	
	17 18 19 20 21 22 23	
	24 25 26 27 28 29 30	
Instructional Days = 17		
	February-24	
	S M Tu W Th F S	
	1 2 3	
	4 5 6 7 8 9 10	
	11 12 13 14 15 16 17	
	18 19 20 21 22 23 24	
	25 26 27 28 29	
	2/26: Parent/Teacher Conf. 11 am-7 pm	
Instructional Days = 17		
	October-23	
	S M Tu W Th F S	
	1 2 3 4 5 6 7	
	8 9 10 11 12 13 14	
	15 16 17 18 19 20 21	
10/23: Parent/Teacher Conf. 11 am-7 pm	22 23 24 25 26 27 28	
	29 30 31	
Instructional Days = 17		
	March-24	
	S M Tu W Th F S	
	1 2	
	3 4 5 6 7 8 9	
	10 11 12 13 14 15 16	
	17 18 19 20 21 22 23	
	24 25 26 27 28 29 30	
	31	
3/12-3/15: No School-Spring Break		
3/18: Make Up Day for 6th Inclement Weather Day		
3/25: Make Up Day for 7th Inclement Weather Day		
3/29: No School		
Instructional Days = 12		
	November-23	
	S M Tu W Th F S	
	1 2 3 4	
	5 6 7 8 9 10 11	
	12 13 14 15 16 17 18	
11/21 - 11/24: No School	19 20 21 22 23 24 25	
	26 27 28 29 30	
Instructional Days = 14		
	April-24	
	S M Tu W Th F S	
	1 2 3 4 5 6	
	7 8 9 10 11 12 13	
	14 15 16 17 18 19 20	
	21 22 23 24 25 26 27	
	28 29 30	
4/8: Make up Day for 8th Inclement Weather Day		
4/15: Make up Day for 9th Inclement Weather Day		
4/29: Make Up Day for 10th Inclement Weather Day		
Instructional Days = 17		
	December-23	
	S M Tu W Th F S	
	1 2	
	3 4 5 6 7 8 9	
	10 11 12 13 14 15 16	
12/19-12/29: No School	17 18 19 20 21 22 23	
	24 25 26 27 28 29 30	
	31	
Instructional Days = 9		
	May-24	
	S M Tu W Th F S	
	1 2 3 4	
	5 6 7 8 9 10 11	
	12 13 14 15 16 17 18	
	19 20 21 22 23 24 25	
	26 27 28 29 30 31	
5/6: Make Up Day for 11th Inclement Weather Day		
5/13: Make Up Day for 12th Inclement Weather Day		
5/16: High School Graduation		
5/24: Last day of School - Early Dismissal		
Instructional Days = 15		
<p>Quarter Ends:</p> <p>1st Quarter - 10/13 (32 days)</p> <p>2nd Quarter - 12/15 (32 days)</p> <p>3rd Quarter - 3/08 (40 days)</p> <p>4th Quarter - 05/24 (39 days)</p> <p>Total Days = 142.5</p> <p>Total Hours = 1045</p> <p>High School Graduation: 05/16/24</p> <p>All Orientations/Open Houses:</p> <p>New Family Assistance and On-Line</p>		<p>The first <b>FIVE</b> Inclement Weather Days will be Alternate Method of Instruction (Distance Learning)</p> <p>Inclement Weather Days 6 through 12 will be made up on Mondays as noted</p>

# District Social Media & Parent Communication

## Social Media

Facebook - School of the Osage

Instagram - @sotodistrict

For a directory of social media accounts used in the district, please see

<https://osageschools.org/district/communications/socialmedia>

## Mobile App

School of the Osage offers a mobile app available on iOS and Android that can be searched and downloaded for free on the App Store, and the Google Play Store.

Website - <https://osageschools.org>

## Remind App

Parents and students will be automatically added to Remind. This is the primary way teachers will be calling parents or sending text messages. Parents can manage their Remind accounts through the Remind app (App store or Google Play Store)

## SOTO Communications Standard

Each teacher will:

1. Send all parents a "Welcome Email"
2. On or around the 15th of the month, send Monthly communication regarding student grade/progress in the class.
3. Utilize regular two-way, meaningful communication between family members and school staff in a method/language that family members can understand.
4. Have meaningful Fall parent conferences.
5. Have meaningful Winter parent conferences.
6. Send an end of year email/hard copy letter including suggestions for summer learning/enrichment.

## Robocalls

If you aren't receiving telephone notifications for district events, please check with the secretaries at the building where your children attend to update your telephone information.

## SMS Text Messaging

School of the Osage uses text messaging to notify parents and students of important information. If you are not currently enrolled to receive text messages, see <https://osageschools.org/district/communications/sms-notifications>



# School of the Osage District Personnel

## Board of Education

Darrick Steen	President
Alison Schneider	Vice-President
Todd Miller	Treasurer
Carrie Anderson	Member
Stacy Neal	Member
B.J. Page	Member (Past- President)
Kathy Vance	Member

## Administration

Dr. Laura Nelson	Superintendent
Dr. Brad Yoder	Deputy Superintendent
Dr. Amy St. John	Executive Director of Business Services and Student Services

## Central Office Staff

Rachel Bullock	Director of Special Services and Compliance
Corey Toenjes	Director of Communication & Safety Coordinator
Lana McPheeters	Central Office Coordinator, Back up Board of Education Secretary
Lori Henley	BOE Secretary & Assistant to Superintendent
Casey Neuman	Coordinator of HR, Payroll, and Benefits, Assistant to Deputy Superintendent
Julie Luttrell	District Bookkeeper
Holli Robinett	Accounts Payable & Assistant to Executive Director of Business Services & Special Education Director

## Social Worker

Kevin Baldwin	Social Worker
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## Technology and Operations

Eric Martin	Director of Technology and Innovation
Diane Lemke	Operations Administrative Assistant
Nathan McGuire	Data and Systems Administrator
George Lauritson	Technology Support Specialist
Jamie Hassler	Data Support Specialist

## Curriculum, Instruction, Assessment & Professional Development

Amy Fowler                      Director of Curriculum, Instruction, Assessment and Professional Development

## Transportation

Travis Hodge                      Director of Transportation  
Diane Lemke                      Operations Administrative Assistant

## Safety/Communication

Corey Toenjes                      School Safety Coordinator/Communications Director

## Community Partnerships and A+

Amanda Wersching                      RootEd Advisor, Career & College Mentoring and A+ Coordinator  
Shannon Jolley                      Coordinator of Community Partnerships

## Athletics/Activities

Tom Guinn                      Director of Athletics/Activities  
Jenny Pearson                      Assistant to Activities Director

## Food Service

Kim Whittle      Food Service Director

## Facilities

Bruce Samuelson                      Director of Facilities  
Diane Lemke                      Operations Administrative Assistant

# Student Admission and Enrollment

## Student Admission (Policy JEC-1)

For admission into the district, students must reside in the district or otherwise be entitled to enrollment in accordance with law and policy JECA. Persons seeking admission to the district and its instructional programs must satisfactorily meet all legal requirements to be enrolled. In addition, the district requests additional information from parents/guardians so that the district may better serve the student. Students who are homeless, in foster care or are otherwise entitled to admission will be admitted in accordance with Board policy and law.

## Statement of Prior Suspension, Expulsion or Criminal Offense

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restrictions" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

## Students Suspended or Expelled from Another District

Without the superintendent's or designee's permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent/guardian or student may request a conference with the superintendent or designee to consider whether the conduct of the student would have resulted in a suspension or expulsion in this district. The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. The superintendent or designee will consider whether the student has received the due process required by law before making any decision.

A remedial conference will be held in accordance with Board policy prior to the enrollment of any student following a suspension or expulsion from another school for an act of school

violence as defined in § 160.261.2, RSMo. The remedial conference will be held regardless of whether such act was committed at a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

## Admission Restrictions

In accordance with § 167.171, RSMo., no student may be readmitted or enrolled to a regular program of instruction in the school district if he or she has been convicted of or charged with an act that if committed by an adult would be one of the following:

1. First-degree murder under § 565.020, RSMo.
2. Second-degree murder under § 565.021, RSMo.
3. First-degree assault under § 565.050, RSMo.
4. Forcible rape, as it existed prior to August 28, 2013, or rape in the first degree under § 566.030, RSMo.
5. Forcible sodomy, as it existed prior to August 28, 2013, or sodomy in the first degree under § 566.060, RSMo.
6. Statutory rape under § 566.032, RSMo.
7. Statutory sodomy under § 566.062, RSMo.
8. Robbery in the first degree under § 569.020, RSMo., as it existed prior to January 1, 2017, or robbery in the first degree under § 570.023, RSMo.
9. Distribution of drugs to a minor under § 195.212, RSMo., as it existed prior to January 1, 2017, or delivery of a controlled substance under § 579.020, RSMo.
10. Arson in the first degree under § 569.040, RSMo.
11. Kidnapping, or kidnapping in the first degree, when classified as a class A felony under § 565.110, RSMo.

Nothing in this section shall prohibit the readmittance or enrollment of any student if a charge has been dismissed or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program and the district determines that the placement is appropriate, a student subject to these admission restrictions may be admitted to such an alternative education program.

## Social Security Numbers

The district will not require the disclosure of a Social Security number as a condition for registration purposes but may request that a parent/guardian provide a student's Social

Security number if the district explains in writing how the district will use the information and that such disclosure is voluntary.

## Documentation

The district seeks to provide a safe learning environment for students and will work with both parents/guardians to meet the student's educational needs. However, the district will not mediate disputes between parents/guardians or enforce or monitor visitation arrangements and parenting plans. The district may request court orders or documentation of custody for the limited purpose of verifying who the legal parents/guardians are and who may have contact with the student.

## Virtual Courses

### Missouri Course Access Program (MOCAP)

In accordance with the [161.670 RSMo](#) and School Board policies [IGCD](#), IGCD-AP1 and [IGCE-1](#), School of the Osage (SOTO) offers virtual courses for all K-12 students through Missouri Course Access Program (MOCAP) and Launch. The Missouri Department of Elementary and Secondary Education (DESE) oversees administration and quality assurance activities related to the MOCAP program. More information can be found at this [link](#). It is the district's responsibility to communicate this opportunity to our parents. It is the parent's responsibility to notify the school district of their interest in virtual course offerings. If your student is interested in enrolling in a course through MOCAP or Launch, arrangements need to be made prior to a semester beginning (BOE policy IGCD-AP1).

Parents and students interested in virtual courses should work with the Assistant Principal in your building to create the best plan of action for the individual student.

## District Attendance Reporting

### The Compulsory Attendance Law

Section [167.031](#), RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a combination of schools for the full term of the school year.

- The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases.

- Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend.

For more information regarding The Compulsory Attendance Law, [click here](#).

## Importance of School Attendance

A student's attendance record is a very important part of his or her permanent record. Consistent school attendance is an absolute prerequisite for success in each class. There is a direct relationship between attendance, grades, and success in school. Students who are absent from school are not able to participate in class discussions, small group activities, or class experiments. Some of these experiences are not possible to make up; therefore, regular attendance is an important component of the educational process.

It is the expectation of School of the Osage that students will maintain a high rate of attendance (95% or higher) each school year. The terms of the attendance policy may be modified in a student's Individual Education Plan (IEP) or 504 Plan if necessary to accommodate a disability.

The responsibility for attending school on a regular basis lies with the student and parent or guardian.

## Absence Procedures

The following procedure will be followed if a student is absent from school

1. When a student is absent from school with the parent's permission, it will be necessary for the parent to call the building office in order for the student not to be considered truant. Parents are asked to call before 9:00 AM on the day of the absence. Calls will be accepted anytime of the day of absence.
2. If the office does not receive a call from the parent to verify the absence a phone call will be made to the parents to verify the absence. Parents are encouraged to answer calls from the office so that verifications can be made as quickly as possible.
3. If parents are not able to call and contact with the parents from the office is unsuccessful, students are required to bring a note from their parents to the office attendance secretary before the start of school once they return.
4. If the absence remains unverified it may be recorded and counted as a truancy.

School of the Osage will make NO distinction between AVOIDABLE or UNAVOIDABLE absences. Anytime a student is not at school for any reason they will be marked absent, and their attendance rate will decrease. Student absences will either be VERIFIED or UNVERIFIED, and considered as truancy.

## Truancy

Truancy is defined as an absence from school without knowledge or consent of parent/guardian and/or school staff. Examples of truancy may include: a student leaves home for school and does not attend school, a student leaves school grounds during school hours without permission from the office, a student does not attend a class when at school, a student leaves campus without following proper signing out procedures in the office. Students who report to other buildings (cadet, A+, etc.) are considered truant if they do not report and return from those assignments in a timely manner. The student will not be permitted to make up work for credit in classes from which they are truant. Truancies are counted in the total number of days absent.

## Tardies

Every student at School of the Osage is expected to be on time in each class. Not only does being on time protect classroom instructional time, it is a positive life skill. Tardiness of individual students interrupts this instructional time. Students with excessive numbers of tardies will be referred to the attendance review committee and subject to disciplinary action (see STUDENT DISCIPLINE).

## Make-Up Work

Students are expected to complete all assignments from missed classes regardless of whether an absence is avoidable or unavoidable. Students are encouraged to give advance notice of absences whenever possible. When a test or any other assignment has been announced prior to an absence, the student will be required to take the test the day he or she returns. Long term assignments may be due on a specific date and the student will have to have the assignment turned in on that date regardless of student attendance. If the student was absent the day the test was announced, (s)he will not be required to take the test immediately upon return to school. In the latter case, the teacher has the discretion of giving a substitute test. Each teacher may set reasonable limits regarding the time frame in which missed work may be completed. Normally, students will have one day to make-up class work and tests for each day of absence. Absences marked as truant will indicate that the student cannot receive credit for the class work missed during that absence.

# Transportation Policies and Regulations

## District and State Policies

The bus ride to and from school is considered an extension of the school day. During this time students are under the supervision of the district's bus drivers in addition to school administration. Because every bus driver's primary responsibility is the safe transportation of students, the district has installed video systems to assist in monitoring behavior and safety. Failure to comply with the established regulations may result in school administrator discipline which may include the suspension of bus privileges. In addition to general safety practices, there are various state and district regulations which students must follow when riding the bus.

### STATE REGULATIONS

- Students must be on time, the bus cannot wait beyond its regular schedule for those who are tardy.
- Students should never stand in the roadway while waiting for the bus.
- When crossing a road, students must do so 10 feet in front of the bus after making sure the road is clear.
- Alcohol, drugs, weapons, tobacco products, animals, glass containers, skateboards, or any items that are a danger to riders or others are not permitted on the bus.

### DISTRICT REGULATIONS

- Obey the bus driver.
- Obscene language or gestures are prohibited.
- Smoking (including electronic cigarettes) is prohibited.
- Throwing of materials from bus windows is prohibited.
- Vandalism is prohibited.
- Loud talking and unnecessary noises are prohibited.
- No fighting.
- Students must remain seated while the bus is moving.
- Students must not extend the hands, arms, or head from bus windows.
- Students must adhere to safety regulations.
- Students may not ride any bus except their own without permission from the building principal, assistant principal, district office or transportation office AND students must get a bus pass from the office to turn in to the driver.
- Display or use of cell phones is prohibited and will be reported to the building principal.
- Students should arrive at designated bus stops 5 minutes before the scheduled pickup time.



# Osage Family Partnership

The School of the Osage Board of Education believes that engaging parents/families in the education process is essential to improved academic success for all students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families, and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents, families and the community. The Osage Family Partnership is the umbrella organization for the building-level parent groups. Parents are encouraged to get involved at their child's buildings. For more information, please contact 573-348-0115.

## Parent-Teacher-Student Involvement

Research shows that parent involvement is one of the largest factors that influences a child's educational success. The Upper Elementary desires to partner with our parents and students to help make the UE school years happy and successful. We recognize that communication between home and school is very important to helping parents as they support their students. Please feel free to contact us when you have questions regarding your child's education. We will do our best to answer any questions and alleviate any concerns in a prompt fashion. We take seriously the responsibility of all involved to ensure students learn at high levels.

## Parent Conferences

In addition to the regularly scheduled conferences (see School Calendar), parents are encouraged to visit with the teacher(s) and/or administrators when the need arises. The organizational structure allows time to schedule these conferences with teachers or administrators. Parents may call the school to arrange for a conference that will meet their specific needs.

You may also communicate with the teachers through their e-mail addresses located on the web page [www.osageschools.org](http://www.osageschools.org).

# Safety

## Emergency Drills

Each classroom has emergency procedures posted. Please take time to review and familiarize these emergency procedures in every room that you frequent. We will conduct periodic fire, storm, and crisis situation drills during the year. Alarms will sound over the intercom system

and/or announcements will be made indicating the nature of the emergency. Special emphasis will be made to ensure seriousness on the part of the students during these drills.

## Be Safe (QuickTip)

Osage Be Safe is an anonymous online reporting system providing students, parents, and community members with a means of reporting any safety concerns: bullying, fighting, assault, harassment/discrimination, suicide concerns, threats of violence, suspicious behavior, theft, vandalism, & other safety concerns.

We urge anyone with student safety concerns to make a report immediately to help keep our students safe. You can find the form on our school website, on any student i-Pad, or by typing <https://osageschools.org/besafe> into any web browser.

## Missouri Safe Schools Information

The Missouri General Assembly, in the session that ended in May of 1996, enacted a new statute that became law on August 28, 1996. It is referred to as the Safe Schools Act.

A part of this law requires school districts to distribute copies of their discipline policies to each student and parent or guardian at the beginning of each school year. The policy is also available for public inspection in the district's offices. The new policy is reasonably precise as it relates to possible actions when an infraction occurs.

The districts must define the term "acts of school violence" and any other act that constitutes a serious violation of the discipline policy. The district's policy must also include a provision prohibiting "weapons" which are defined in this policy.

Following is the discipline policy as it relates to the Safe Schools Act and other discipline procedures adopted by the Board of Education. The Board has some flexibility in some ways as it relates to a violation and appropriate corrective response. In some situations, however, especially as it relates to the weapons section, it has hardly any.

Please read the [policy](#) very thoroughly and encourage your children to read it as well. Some aspects of the statute do not relate to some children, especially younger ones, and there is no mention of student age in the Safe Schools Act. Should you have questions concerning this matter, please contact the appropriate administrator.

## Security Procedures

School of the Osage strives to ensure student safety throughout the school day. For this reason, all visitors will be required to provide a valid photo identification card and sign in through the Raptor electronic sign-in system located in the front office of each building. While

in the building, visitors will need to wear their visitor badge and only be in areas noted on his/her badge. Raptor may flag visitors who have a criminal record that prohibits him/her from contact with children, and those visitors may be denied entry by school personnel. Volunteers and community mentors will be required to go through volunteer paperwork procedures including a background check before interacting with students.

When signing out children during the school day, parents/guardians or approved emergency contacts must present a valid driver's license before students will be released.

## Student Behavior at Extracurricular Events

Students are expected to behave appropriately and according to the following guidelines at extracurricular events.

- PK - 5th grade students must be accompanied by a parent or guardian.
- 6th - 12th grade students may enter alone with a current school ID card.
- All students PK-12 must sit with parents or in the designated student section.
- No footballs, frisbees, soccer balls, etc. will be allowed to be brought into district events.
- Lawn area behind the stadium will be fenced off and unavailable..
- Commons, gyms, and other areas of the school are not areas for students to play.

## Campus Closure

If the campus is closed due to weather or other unforeseen circumstances on a regular school day, students will learn virtually. You may receive a phone call from the school's automated calling system updating you if the campus is closed and virtual instruction will take place. Additionally, you may elect to receive text messages. In addition, you may tune your radio or TV to one of the following stations:

KOMU Channel 8

KRCG Channel 13

KOLR Channel 10

Or check the school website [www.osageschools.org](http://www.osageschools.org) or the SOTO District App. In the event of school building closure, on-campus childcare will NOT be available.

## Early Dismissals

Occasionally, the weather conditions may deteriorate during the school day resulting in an early dismissal. Parents are urged to listen to the radio and have your phone nearby to stay informed of early dismissals.

## Student Accident Insurance Program

The school district has purchased a group accident insurance program covering all students, grades pre K-12. Students are covered by the accident policy while they are participating in school-scheduled, school-supervised and school-funded activities during the regular school term. Students are also covered while they are traveling as a sponsored group in a school assigned car, bus or van operated by a licensed driver over the age of 21 to and from the school and a covered event site. Individual travel is not covered by the policy.

Missouri schools are not required to buy insurance or pay student medical expenses associated with school injuries. The school purchases the accident insurance policy as a public service to assist parents that may be without insurance or need to supplement their own personal insurance program. The school policy will not provide 100% reimbursement for all medical expenses incurred. The plan has limitations and benefits as outlined below. The school cannot assume responsibility for payment of medical expenses incurred. The plan limitations and benefits as outlined below. The school cannot assume responsibility for payment of medical expenses that are not covered by the accident insurance policy.

If treatment expenses exceed \$100.00 and you have other insurance, you must first file a claim with our other insurance carrier and obtain benefits from your other insurance source. This policy is designed to consider payment of the eligible expenses that are not paid by your other insurance source. For complete details call the Central Office 573-365-4091

Parents, you may extend this coverage to 24 hours per day for a cost of \$40.00 per student. If you wish to purchase this extended coverage, please complete the application and return it with your check or money order to:

Scholastic Insurance  
PO Box 784268  
Winter Garden, FL 34778  
Phone: (407) 798-0290

# Health and Wellness

## School Nurse

A school nurse and health aide is assigned to every school. Oral medication (both prescription and over-the-counter drugs) will be given only with written permission from the parent(s) and physician and with proper instructions (please refer to topic on 'Medication').

## Immunization Law

State law prohibits the enrollment and attendance of children who are in noncompliance with the Immunization Requirements for Schoolchildren as determined by the Department of Health, unless explicitly exempted. Students entering for the first time are required to have proof of immunization against diphtheria, hepatitis B, pertussis, tetanus, polio, mumps, measles, rubella and varicella.

## Ill Child during School Hours

If a child becomes ill during school hours, parents are expected to make arrangements to have the child removed from school right away. Parents without transportation and working parents should make arrangements for this possibility early in the school year. This can be done by designating an emergency contact for your child in our Student Information System. Please inform the school of any medical issues or diagnoses. Parents are requested to keep this information up-to-date by notifying the school of any changes. Students must be fever free for 24 hours without the use of fever reducing medication.

## Policy on Communicable Diseases (BOE policy EBB)

The School of the Osage School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

### Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

### Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

#### Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

#### Exceptional Situations

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and non blood borne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

#### Confidentiality

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

## Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

## Notification

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

# Administering of Medications to Students

## Definitions

1. Medications – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.
2. Authorized Prescriber – Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

General - The School of the Osage is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A

qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students. Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe, the district will not administer the first dose of any medication. Parents/ Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Prescription Medications - The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Self-Administered Medications - An authorized prescriber or a student's IEP or Section 504 team 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. The district will allow students to self-administer medication for the treatment of a chronic health condition including, but not limited to, asthma and anaphylaxis, in accordance with this policy and law. The district will permit the self-administration of other medications as required by the student's Section 504 plan or IEP. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Possession of Self-Administered Medications - An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of a chronic health condition including, but



not limited to, asthma or anaphylaxis, on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's Section 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

**Emergency Medication** - All student-occupied buildings in this district are equipped with pre-filled epinephrine auto syringes that can be administered by the school nurse or other school employee trained and supervised by the nurse when the nurse or trained employee believes, based on his or her training, that a student is having a life-threatening anaphylactic reaction. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practice.

Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply. The school principal will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

**Consequences** - Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

## Central Ozarks Medical Center SOTO Campus

Central Ozarks Medical Center (COMC) Health Clinic is located at the Old Fieldhouse on the high school campus. Hours are 7:30 A.M. - 4:00 P.M. (3 days a week). Parents must fill out the COMC consent forms to receive services. If you have any questions or need information about the services provided, you can call the clinic at: (573) 552-8852 or (573) 348-0115 ext. 4501. The COMC Health Clinic is an **OPTIONAL** service provided by COMC for the benefit of School of the Osage. For access to parents consent forms and more information, please visit our website [https://osageschools.org/district/health/COMC\\_health\\_clinic](https://osageschools.org/district/health/COMC_health_clinic).

# School Lunch Program

## Breakfast & Lunch Program

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are offered at a reasonable price. Money should be deposited into student accounts so that students do not have a negative balance.

### Cafeteria Price List

#### Heritage Elementary/ECC

STUDENT Breakfast.....	FREE
STUDENT Lunch.....	2.15
ADULT Breakfast.....	2.15
ADULT Lunch.....	3.40
REDUCED Breakfast.....	.30
REDUCED Lunch.....	.40
CHEF	
SALAD.....	3.40
EXTRA MILK.....	.35

#### Upper Elementary

STUDENT Breakfast.....	FREE
STUDENT Lunch.....	2.25
ADULT Breakfast.....	2.15
ADULT Lunch.....	3.40
REDUCED Breakfast.....	.30
REDUCED Lunch.....	.40
EXTRA MILK.....	.35

#### Middle School

STUDENT Breakfast.....	FREE
STUDENT Lunch.....	2.40
ADULT Breakfast.....	2.15
ADULT Lunch.....	3.40
A	LA
CARTE.....	1.25
OTHER SIDES.....	.75
REDUCED Breakfast.....	.30
REDUCED Lunch.....	.40
CHEF	
SALAD.....	3.40
EXTRA MILK.....	.35

#### High School

STUDENT Breakfast.....	FREE
STUDENT Lunch.....	2.55
ADULT Breakfast.....	2.15
ADULT Lunch.....	3.40
A LA CARTE.....	1.25
OTHER SIDES.....	.75
REDUCED Breakfast.....	.30
REDUCED Lunch.....	.40
CHEF	
SALAD.....	3.40
EXTRA MILK.....	.35

## Free & Reduced Lunch

It is important for all students to complete a lunch status application to better serve and support School of the Osage families. For more information or questions, please contact Kim Whittle at 573-348-0004 ext. 4308 or [whittlek@osageschools.org](mailto:whittlek@osageschools.org).

If one student in the household is eligible for free meals based on Direct Certification, or have an application with Food Stamp or Temporary Assistance, ALL students in the household are automatically eligible for free meals.

Any foster child whose care and placement is the responsibility of the state or who is placed by a court with a caretaker household is categorically eligible for free meals WITHOUT an application. Foster children are no longer a household of one and are to be included on a household application if there are more children in the household and a Free/ Reduced application is completed. Non-foster children in that household may qualify for meal benefits based on household size and income.

## Student Discipline

### School Resource Officer

The Osage Beach Police Department, The Lake Ozark Police Department, and School of the Osage will continue to provide a school resource officer. The basic outline of duties for the SRO includes investigating crimes that occur within the school and on school property, being a positive role model for students, creating a link between law enforcement and the students, and being a resource for parents, staff, administration, and students in regards to law enforcement and community problems.

### Searches by School Personnel

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, or credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

## Reporting to Law Enforcement

School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Board encourages all employees who have information about any criminal act to share that information with their supervisors. The Board expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board policy. Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement entity. The following criminal acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.

5. First-, second- or third-degree assault under §§ 565.050,.052, .054, RSMo.\*
6. Rape in the first or second degree under §§ 566.030, .031,RSMo.
7. Sodomy in the first or second degree under §§ 566.060,.061, RSMo.
8. Burglary in the first or second degree under §§ 569.160,.170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

\*Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion. All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement entities and juvenile justice authorities if the disclosure concerns the law enforcement entity's or juvenile justice authority's ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

# Student Code of Conduct

## Documentation of Student 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 and in accordance with law and policy JGF.

## Conditions of Suspension, Expulsion, and other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, 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 district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. 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 the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades - As with any absence, absences due to an out- of-school suspension may result in the student earning a lower grade.

# Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

## Academic Dishonesty

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities

## Arson

Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

## Assault

Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

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

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

Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

## **Bullying and Cyberbullying**

(For more information on bullying policies and procedures including reporting and investigating alleged bullying, please go to the school website or Board Policy JFCF.)

In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any students without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

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

## **Bus or Transportation Misconduct**

(see Board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

## **Dishonesty**

Any act of lying, whether verbal or written, including forgery.



First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

## Disrespectful or Disruptive Speech

(see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

## Drugs/Alcohol

(see Board policies JFCH and JHCD) - Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

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

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

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

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

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

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

## Personal Electronic Devices

In an effort to promote a healthy, safe environment, to remove distractions from the academic environment, and to help protect the integrity of the curriculum, School of the Osage's use of electronic devices is limited throughout the school day. Examples of electronic devices include but are not limited to the following: cell phones, computers, music players, cameras, video games and readers. These devices may be used on school premises, but are not to be used during instructional time.

Misuse of electronic devices being used on school grounds during regular school hours may be confiscated by any school employee and returned at the end of the school day. Cameras, video cameras, video phones, and/or other types of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students and/or staff may have expectations of personal privacy.

Any student that is insubordinate to a school employee regarding the possession or use of an electronic device during instructional time is subject to disciplinary action.

First Offense: Student/Principal conference, detention, Saturday school or 1 – 3 days in school suspension.

Subsequent Offense: 1-3 Saturday schools, 1-3 days in-school suspension

## Extortion

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

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

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

## Failure to Care for or Return District Property

Loss of, failure to return, or damage to district property including, but not limited to, books, iPads, computers, calculators, uniforms, and sporting and instructional equipment will result in consequences.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

## Failure to Meet Conditions of Disciplinary Consequences

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or

near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

## False Alarms

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property will result in consequences.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

## Fighting

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

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

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

## Gambling

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

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension

## Harassment, including Sexual Harassment

Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

## Hazing

(see Board policy JFCG): 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 district-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

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

## **Incendiary Devices or Fireworks**

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out- of-school suspension.

## **Insubordination**

Failure to follow a reasonable request from faculty or staff.

First Offense: Student/Principal conference, detention, Saturday school or 1 – 3 days in school suspension.

Subsequent Offense: Detention, Saturday school, 3- 5 days in-school-suspension or out-of-school suspension.

## **Nuisance Items**

Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out- of-school suspension.

## **Public Display of Affection**

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

First Offense: Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

## **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or

explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

## Sexual Activity

Acts of sex or simulated acts of sex.

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

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

## Technology Misconduct

(see Board policies EHB and KKB)

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

The unauthorized use or display of phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Violations, other than those listed in (1) or (2) above, of Board policy EHB or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

## Theft

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. In-school suspension, 1-180 days out-of-school suspension or expulsion.

## Threats or Verbal Assault

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

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

## Tobacco

Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district 66 transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD. First Offense: Confiscation of tobacco product. Principal/ Student conference, detention, or in-school suspension. Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense: Confiscation of tobacco product. Principal/ Student conference, detention, in-school suspension, or 1- 3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In school suspension or 1-10 days out-of-school suspension.

## Truancy or Tardiness (see Board policy JED):

Absence from school without the knowledge and consent of parents/guardian and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

## Unauthorized Entry

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

## Vandalism

(see Board policy ECA) Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

## Weapons

(see Board policy JFCJ) Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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

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



Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

Possession or use of ammunition or a component of a weapon.

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

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

## Media & Technology

### Technology Usage

#### Rights and Responsibilities

School of the Osage technology exists for the purpose of enhancing and transforming the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students; families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

#### Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

- Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

- User – Any person who is permitted by the district to utilize any portion of the district’s technology resources, including but not limited to students, employees, School Board members, community members, school volunteers and agents of the school district.
- User Identification (ID) – Any identifier that would allow a user access to the district’s technology resources, or to any program, including but not limited to, e-mail and Internet access.
- Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.
- Authorized Users
- The district’s technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as community members, school volunteers, consultants, legal counsel and independent contractors. All users must agree to follow the district’s policies and procedures and sign or electronically consent to the district’s User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district’s technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

#### User Privacy

A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the district’s technology resources including, but not limited to, voicemail, telecommunications, e-mail and access to the Internet or network drives. By using the district’s network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district’s technology resources, including files deleted from a user’s account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. In addition, the district may search laptops, smartphones or other personal devices not owned by the district but using district technology resources if the district has reasonable suspicion that employees or students using these devices are violating the law or district policies, procedures and rules, in accordance with law. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Visitors using laptops, smartphones or other personal devices and utilizing the district's technology resources are also subject to district policies, procedures and rules.

#### Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

#### Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Evading or disabling of the content filter installed by the district, including attempts to evade or disable, is a serious violation of district policy.

The superintendent or designee may fully or partially disable the district's content filter to enable access for a non-student user for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

#### Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All students will be instructed on safety and security issues, including appropriate online behavior and the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. This instruction will occur in the district's computer courses, courses in which students are

introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records. All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

#### Closed Forum

The district's technology resources, including the district web page, are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. Any expressive activity involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons.

#### Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

#### Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

#### Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

#### No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

#### Student Users

No student will be given access to the district's technology resources until the district receives User Agreements signed by the student and the student's parent/guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

## Technology Usage Procedures

(ADMINISTRATIVE PROCEDURE EHB-AP)

Student Users

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

#### External Users

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

#### General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fun raising, commercial purposes or financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits the use of any technology to access, view or disseminate information any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information pregnancy or use of leave protected by the Family and Medical Leave Act.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from the district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

#### Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

### Online Safety and Confidentiality

Curricular or non-curricular publications distributed using district technology will comply with the law and Board policies on confidentiality. All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

### Electronic Mail and Messaging

A user is responsible for all e-mail originating from the user's e-mail account or other electronic messaging accounts.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail. The district considers more than 10 addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with district policies and procedures.
5. Users must obtain permission from the superintendent or designee before sending any district-wide e-mail messages.

### Communication Devices

Pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices may be used during regular school hours, but are not to be used during instructional time, unless specifically allowed for instructional purposes. The school will not be responsible for personal items that are lost, stolen or broken. Electronic devices being used on school grounds during regular school hours may be confiscated by any teacher or administrator and returned at the end of the school day. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.

### Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.



## Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

## Additional Information

- Students are required to have a signed Technology Usage
- Agreement in order to use school technology, including the Internet and network.
- Student logons and the Internet filter are administered/maintained by the district's technology department.
- The computers on campus are for instructional use and productivity. Students may check out school equipment, including but not limited to, cameras, assigned computers, replacement computer, with a signed parental permission form on file.
- All checked out equipment is due at the start of the school day, and fines may be assessed for late equipment.
- Electronic devices may be used on campus; however, their use is at the discretion of faculty and staff during group or individual instructional time both within and outside the classroom.
- Electronic devices are not to be used during instructional time, unless specifically allowed for instructional purposes and the school will not be responsible for personal items lost, stolen or broken.
- Electronic devices being used on school grounds during regular school hours may be confiscated by any teacher or administrator and returned at the end of the school day or to a parent. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.
- It is the expectation that use of electronic devices falls within socially appropriate norms including, but not limited to, using the silent or vibrate mode and not carrying on phone conversations which could disturb others.
- Device volume should be set to a level that does not interfere with other students' learning.
- Parents/Guardians have the opportunity to purchase insurance for student provided devices that go home with students. If the device is insured and damages occur, the user is only responsible for damages up to a specified amount. If the device is not insured the user would be responsible for the full price of the repairs. The only exception would be if there is intentional damage to the device. If there is intentional damage to the device the user will be responsible for the full repair cost regardless if the device is insured or not.
- Cameras, video cameras, video phones, and/or other type of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms,

restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.

- Electronic devices will be allowed on school buses as long as usage does not cause disruption and/or create a safety concern.
- School of the Osage does allow students to bring an electronic device that could be connected to the District's wireless network if there is an instructional need. An additional form must be filled out and the form can be obtained by contacting the building principal.
- We believe that social media is a powerful tool that can be used to communicate and engage with our students, parents and community. Attacks by or negative behavior by students, employees, or parents or that causes a disruption to our learning environment will not be tolerated.
- All students must sign the Technology Usage Student User Agreement (EHB-AF2) in order to use district technology resources.

## Copyright Policy

The School of the Osage Board of Education directs the superintendent to develop administrative guidelines covering copyright practices and to inform all parties of this policy and guidelines. The Board adheres to the provisions of copyright laws (P.L. 96-157, Section 7 (b) amending Section 117 of Title 17 of the United States Code) and its computer software licensing agreements. The use of district equipment or facilities for making illegal copies of copyrighted material in any format is prohibited. The principal administrators of each building in the district will post a warning notice on or near any equipment that could be used to reproduce copyrighted materials and will publish a statement in each administrative handbook regarding the teacher's responsibility to be familiar with copyright law. The Board reserves the right to refuse to defend or protect from legal actions any employee who violates, or is accused or suspected of violating, this copyright policy or other district licensing agreements.

## Other Notices & Policies

### Notification of Rights under FERPA for Elementary & Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are: 1. The right to inspect and review the student's education records within 45 days after the day the School of the Osage receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School of the Osage to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an

institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School of the Osage to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202 See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance 73 with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically

allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5)) • To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6)) • To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7)) • To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8)) • To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9)) • To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)) • Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

## Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that School of the Osage, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, School of the Osage may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School of the Osage to include this type of information from your child's education records in certain school publications. Examples include: • A playbill, showing your student's role in a drama production; • The annual yearbook; • Honor roll or other recognition lists; • Graduation programs; and • Sports activity sheets, such as for wrestling, showing weight and height of team members. 74 Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want School of the Osage to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1. School of the Osage has designated the following information as directory information: -Student's name -Grade Level -Photograph  
-Participation in officially recognized activities and sports -Weight and height of members of athletic teams -Degrees, honors, and awards received

## Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)– 1. Political affiliations or beliefs of the student or student’s parent; 2. Mental or psychological problems of the student or student’s family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility. Receive notice and an opportunity to opt a student out of – 75 1. Any other protected information survey, regardless of funding; 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Inspect, upon request and before administration or use – 1. Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. School of the Osage has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. School of the Osage will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School of the Osage will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. School of the Osage will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales, or other distribution. Administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## Every Student Succeeds Act of 2015 (ESSA) - Complaint Procedures

Please visit our website for a full review of the procedure.

[https://osageschools.org/district/federal\\_notices/essa\\_complaint](https://osageschools.org/district/federal_notices/essa_complaint)

## Every Student Succeeds Act of 2015 (ESSA) - Parents Right to Know

Please visit our website for a full review of the procedure.

[https://osageschools.org/district/federal\\_notices/essa\\_right\\_to\\_know](https://osageschools.org/district/federal_notices/essa_right_to_know)

## Notice of Non-discrimination

The School of the Osage School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Rachel Bullock  
Director of Special Services & Compliance Title IX Coordinator  
1501 School Road  
P.O. Box 1960  
Lake Ozark, MO 65049  
573-365-4091  
bullockr@osageschools.org

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy ACA. Policy and Regulation ACA shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

## Teacher Qualifications

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information: Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. Whether your student's teacher is teaching in the field of discipline of the certification of the teacher. Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent— Information on the achievement level of the parent's child in each of the state academic assessments as required under Title I.A; and Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned (not highly qualified).

## 504 Public Notice

The School of the Osage School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or 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 School of the Osage 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, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The School of the Osage School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the Central Administrative Offices weekdays from 8:00-4:00 in the office of the 504 Coordinator. This notice will be provided in native languages as appropriate.

## IDEA 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 School of the Osage assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/ blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The School of the Osage 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 School of the Osage 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 School of the Osage 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 Central Administrative Offices weekdays from 8:00-4:00 in the office of the Special Education Director. This notice will be provided in native languages as appropriate.

## Homeless, Migrant, and ESL Students

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact your child's school.

## Trauma Informed Care

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative." Information for this initiative can be found at <https://dese.mo.gov/traumainformed>

## Hazardous Materials

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the School of the Osage directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures. Hazardous materials shall be defined as any substance specifically designated as such by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive and/or toxic. The procedures developed by the administration shall comply with all local, state and federal laws and regulations which pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances which may be hazardous, and ensuring such substances are properly disposed of in a state-approved facility or landfill. When necessary, the district shall contact the U.S. Environmental Protection Agency (EPA) and/or the Waste Management Program of the Missouri Department of Natural Resources in order to obtain relevant information regarding hazardous waste management. District personnel will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize quantities of such substances generated by the school district. In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

Asbestos - The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review

in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

Lead Contamination Inspection - The district shall monitor the periodic collection of drinking water samples from all sources in the district by the Missouri Department of Health, and shall review the results from the EPA-certified laboratory that performs the tests, when the results become available.

The Board shall assist the Department of Health in any way necessary to assure that any testing program mandated by law is completed within the time frame allowed, and will act immediately to secure funding for the repair of drinking water sources that do not meet federal standards, or for the disconnection of the sources. Pipes that contain lead soldering shall be repaired using a non-lead solder, and water coolers that are found to contain lead in the lining of their tanks will be repaired or replaced. The Board shall encourage continued periodic inspections of district drinking water sources constructed before 1987.

## GENERAL BUILDING INFORMATION

### 2023-2024 Calendar of Events

\*Please note the 23-24 PK-12 School Calendar operates Tuesday - Friday throughout the school year; PK-12 will participate in Distance Learning on Inclement Weather Days 0-5; ECC students WILL participate in Distance Learning on those days; ECC students will not attend in-person on designated Mondays for makeup due to Inclement Weather Days 6-12.

August 9                      Osage Fest (3:00-7:00 p.m.)

August 21	Open House 9:00-10:00 a.m.
August 22	Preschool Screening
August 24	First Day of School for ECC students
September 4	District Holiday/Labor Day
September 11	Parents as Teachers PlayGroup (10:00-11:00 a.m.)
September 21	School Picture Day
September 25	Homecoming Parade
September 29	Homecoming Football Game
October 2	Preschool Screenings
October 13	First Quarter Ends
October 16	Parents as Teachers PlayGroup (10:00-11:00 a.m.)
October 23	Parent-Teacher Conferences (11 a.m.- 7 p.m.)
October 31	Halloween Parade at the ECC
November 2	School Picture Retake Day
November 5	Daylight Saving Time Ends
November 10	Veterans Day Celebration
November 11	Veterans Day
November 20-24	District Holiday/Thanksgiving Break
December 7	Gingerbread Night (5:30-6:30 p.m.)
December 14	Gingerbread Night Makeup Day (if inclement weather) (5:30-6:30 p.m.)
December 15	Christmas Sing-a-Long
December 15	Second Quarter Ends
December 18-29	District Holiday/Christmas Break
January 1	District Holiday/New Year Holiday
January 2	K-12 Classes Resume
January 3	Preschool Classes Resume
January 8	Parents as Teachers PlayGroup (10:00-11:00 a.m.)
January 15	District Holiday/Martin Luther King, Jr. Day
February 5	Parents as Teachers PlayGroup (10:00-11:00 a.m.)
February 12	Preschool Screenings
February 14	Valentine's Day Celebrations
February 19	District Holiday/Presidents' Day
February 26	Parent-Teacher Conferences (11 a.m.- 7 p.m.)
March 4	Parents as Teachers PlayGroup (10:00-11:00 a.m.)
March 8	Third Quarter Ends
March 10	Daylight Saving Time Begins
March 11-15	District Holiday/Spring Break
March 21	Hippity Hop Night (5:30-6:30 p.m.)
March 29	District Holiday/Good Friday
April 1	District Holiday/Easter Monday
April 15	Preschool Screening
May 6	Parents as Teachers End of Year Group Day

May 16	High School Graduation
May 17	Circus Performance
May 23	Water Day
May 23	Last Day of School for ECC students
May 24	Fourth Quarter Ends
May 24	Last Day of School- Early Dismissal (K-12)

Inclement Weather Make Up Days: March 18, 25, April 8, 15, 29 May 6, 13- \*These do not apply to ECC students. ECC will not be in session on inclement weather makeup days.

Campus-specific calendar items may be added throughout the year. Please check the monthly newsletter for updates.

## Administration

Director of Early Childhood Programs- Ms. Holly Birdsley\*

## Early Childhood Center Teachers

Mrs. Stacy Allen\*

Mrs. Gwen Barbour\*

Mrs. Katy Hague\*

Mrs. Amy Miller\*

Ms. Haley Rector\*

Mrs. Lynn Weber\*

## Early Childhood Center Classroom Paraprofessionals

Mrs. Rosemarie Algo\*

Mrs. Terri Moriarty\*

Mrs. Cynthia "Cindy" Page\*

Mrs. Melinda "Mindy" Phillips\*

Mrs. Krystal Scott\*

Ms. Kendall Skiles\*

Mrs. Renee Skiles\*

Mrs. Tawnya Smith\*

Ms. Darla Wood\*

## Early Childhood Center Special Programs & Support Personnel

Administrative Assistant/Secretary- Mrs. Maya Crider\*

Counseling & Social Work- Mrs. Jill Wedig & Mr. Kevin Baldwin

Nursing- Mrs. Whitney Depee & Mrs. Maya Crider\*

Director of Special Services- Mrs. Rachel Bullock

Occupational Therapy- Amanda Gorham

Parents As Teachers- Mrs. Teresa Heimbeaugh\* & Mrs. Trena Willoughby\*

Physical Therapy- Mrs. Angela Torres

Speech Therapy- Mrs. Haleigh Cox\*

## Custodial and Maintenance

Mr. Bruce Samuelson & Mrs. Ronda Scroger\*

## Food and Nutrition

Mrs. Kim Whittle & Mrs. Reginia Duncan\*

\* Staff on campus daily

## Rationale

The School of the Osage Early Childhood Program is committed to provide a child centered, age-appropriate, pre-academic experience needed for children to be successful in school. School of the Osage Early Childhood allows children to be actively involved in a variety of activities in the language, motor, cognitive and social emotional domains which become the foundation for children's future academic success. In order to achieve our goal we need and, therefore, invite parents to be partners in our endeavor.

## Early Childhood Philosophy

School of the Osage is committed to promoting developmentally appropriate practices to facilitate a foundation upon which students build future academic success. The Early Childhood Center provides a safe, nurturing and child-centered environment which recognizes individual learning styles, strengths and challenges.

## School Hours/Days of Operation

The Early Childhood Center's hours of operation are based upon the school calendar annually approved by the School of the Osage Board of Education.

Each Early Childhood session will last three hours. Children will attend school Tuesday through Friday of each week. For the 23-24 school year, the starting date will be Thursday, August 24. The last day of school will be the last Thursday of the school calendar, May 23. There are two sessions provided at no tuition cost to families selected to participate in the program:

### Morning Session

8:00 – 11:00 a.m.

### Afternoon Session

12:30 – 3:30 p.m.

Busing schedules may determine which session your child attends. If a parent or family has circumstances that require a child to attend a particular session, please tell the Early Childhood Center secretary as soon as possible to avoid last minute changes.

## Pick up and Drop off Procedures (Non-bus students)

School of the Osage does not provide before or after-school care for Early Childhood children. All parents should park in the parking lot when arriving on campus. Please do not park in the bus loop at any time.

Parents should walk their child to the Early Childhood Center's office each day. An Early Childhood staff member will meet the children in the office and escort them to class. At the end of the session, the children will be taken to the office. Parents should have their parent pick-up card with them to show staff for student release. Additional information:

- Students may be dropped off starting at 7:30 a.m. for the morning session and 12:25 p.m. for the afternoon session.
- Children are to be picked up within five minutes of their session time.
- If there is an emergency, parents should contact the Early Childhood office at 573-552-8899.

## Security Procedures

During school hours all school doors are locked. To gain entrance, a parent will ring the bell by the door and the secretary will release the door once she has identified who you are. After entering the office the following procedures will be followed if you are going to visit beyond the front office:

1. The secretary will ask you for your picture I.D.
2. She will sign you in as a visitor.
3. She will keep your I.D. the entire time you are in the building.
4. You will receive a visitor badge to wear the entire time you are in the building.
5. When you are ready to exit the building, you will give the visitor badge back to the secretary.
6. The secretary will return your I.D. to you.

## School Closings and Cancellations

In accordance with School of the Osage district policy, the Superintendent or designee is empowered to close the schools, to delay their start, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members.

The school district utilizes an automated calling system to inform families of school closures, early dismissals and other important information.

If there is an early release, the district will notify parents by phone to ensure there is someone present to meet the students that ride the bus or there is someone available to pick up and transport students that do not ride the bus.

If the campus is closed due to weather or other unforeseen circumstances on a regular school day, students will learn virtually for the first 5 days. Inclement Weather Days 6-12 will be made



up on the following Mondays: March 18,25, April 8,15,29, May 6,13 \*These do not apply to ECC students. ECC will not be in session on these inclement weather makeup Mondays.

Or check the school website [www.osageschools.org](http://www.osageschools.org) or the SOTO District App. In the event of school building closure, on-campus childcare will NOT be available.

## Eligibility and Selection Criteria

Students who live within the School of the Osage boundaries and will be 3 or 4 years of age on or before July 31st are eligible to be considered for a limited number of Early Childhood spots. Students who are identified as having developmental delays may be enrolled on their third birthday.

1. Each child will be screened prior to selection.
2. Parents will fill out a survey about their child.
3. During the screening process, the behavior of each child will be observed.

Once all of the above are in place, a team of educators will evaluate scores and compile class lists. A child's performance in social, cognitive, language or motor development, or a combination of these areas will be taken into consideration when placing students. Children with developmental delays will be placed according to IEP team decisions. Our goal is to prepare all of our students to be successful in kindergarten.

School of the Osage receives funding each year to support the Early Childhood program, therefore the number of students we can enroll may vary each year.

## Enrollment Procedures

Once selected and notified for placement in our program, parents will have one week to complete the enrollment process unless otherwise notified. Enrollment procedures shall be completed prior to the child's attendance at the Early Childhood Center and shall include the following:

1. Completed screening process
2. Completed parent survey
3. Observation form completed by person screening the child
4. All required enrollment information including 2 proofs of residency, birth certificate, immunization records, and emergency contacts
5. Parent or guardian signatures, indicating that they have read and agree to the Early Childhood's policies and procedures (completed online during enrollment)
6. The parent or guardian shall provide health information, known drug reactions,

allergies, medication being taken, special diets, and the name, address and phone number of the child's doctor and dentist (completed online during enrollment)

\*The Missouri Statute requires immunizations of all students unless parents declare an exemption due to medical, religious, or personal beliefs. Students will not be permitted to enter the classroom until immunization requirements are met.

## Notice of Parental Rights regarding Immunization Information

In accordance with state law, a parent or guardian may request notification from the district if there is a child with an exemption from immunization filed with the district currently enrolled in or attending the facility at which the district's Early Childhood program is located. If you are interested in this information please address your request to Mrs. Holly Birdsley, Director of Early Childhood Programs, at 573-552-8899.

## School of the Osage Early Childhood and Head Start Guidelines for Sharing Students

School of the Osage Early Childhood and Head Start may share students between the programs. Guidelines are as follows:

- SOTO prefers that students be 4 years (or one year out from Kindergarten) if they attend both sessions, due to developmental readiness for a full day without a rest time.
- If a three year old is shared, it will be on a two week trial basis. Parents will be informed of this prior to enrolling in both programs. If the SOTO afternoon session is not a successful placement due to student fatigue, a meeting will be called and a discussion with the family and Headstart will take place.
- If there is a waiting list for the School of the Osage Early Childhood, students that do not have IEPs will not be allowed to enroll in both programs.

Other guidelines that will be followed:

- School of the Osage, including Parents as Teachers, will promote Headstart to the families that could benefit from services to the entire family.
- Students who are enrolled in both programs are required to be transported to and from the School of the Osage Early Childhood if they are outside of the School of the Osage school district boundaries. Transportation will not be provided under these circumstances.
- School of the Osage accepts referrals from Head Start.

## Attendance

Attendance in the early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be

averted with intensive family and student interventions. For this reason, the director with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the director or designee will notify the teacher. The district will contact the parent by phone or in person.
2. When a student has accumulated three, five, and ten absences a letter will be sent to the parents. (Does not apply to Early Childhood.) At eleven absences, the teacher or building administrator may counsel with the parents regarding: why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to develop specific intervention strategies to improve the student's attendance.
3. When a student has accumulated ten absences in a semester, the district will determine whether there is reason to drop the student from our Early Childhood program so that another child may have the opportunity to attend.

## School Supplies

Early Childhood:

- Backpack (no wheels, full size)
- Complete change of clothing
- Diapers/pull-ups (if needed)
- 2 packages of baby wipes
- 1 box of Kleenex
- 1 package of Clorox wipes
- 1 bottle of hand sanitizer
- 2 boxes of Crayola markers, regular size- 10 count
- 2 boxes of Crayola Crayons- 16 count
- 1 bottle of Elmer's glue
- 8 Elmer's purple glue sticks
- 2 Crayola Watercolor paints
- 1 box Ziploc Quart or Sandwich size Bags (girls)
- 1 box Ziploc Gallon or Snack size Bags (boys)

## Clothing Suggestions

Early Childhood activities involve paint, glue, glitter, sand, water and a variety of other mediums. While every attempt is made to minimize damage to clothing, children often spill or

soil their attire. Please dress your children in appropriate clothing that would not be ruined if soiled.

Missouri weather can change quickly. Be sure there is some type of warmer clothing in your child's backpack in case the temperature drops (i.e. hooded sweatshirt, fleece jacket, etc.)

Clothing should be easy to take off for toileting and easy to snap, buckle, button etc. to avoid accidents and frustrations.

## Transportation

Children identified for the Early Childhood Program are eligible for bus transportation to and from school. Bus information, such as exact locations for pick-up and drop-off, should be discussed with staff in the Early Childhood office or with the Director of Transportation at 573-286-7561. We recommend that students be dropped off and picked up at the same places each week so children feel secure and to eliminate confusion. Parents can request a different pick-up or drop off location if it does not alter the bus route and is approved by the Director of Early Childhood Programs or Director of Transportation. Parents must buckle and unbuckle their child from the car seat.

Parents must call the Early Childhood office at 573-552-8899 or send a note to school if your child will be picked up at school rather than ride the bus as he/she normally does or if a different person will be picking up your child. The person picking up a child must show identification that matches the name given by the parent/guardian. Students will not be released to a person without proof of identification and parent approval.

## In Case of a Bus Accident

In the case of a school bus accident, ambulance, fire department and law personnel shall determine if a student should be transported to a hospital for examination and/or treatment. Students who are deemed able to return home shall be transported to school for parental pick up or released directly to a guardian by a school staff member. We will make every effort to contact parents as soon as possible.

## Illness/Health Concerns

A school nurse is assigned to the building on a daily basis. Her duties are to aid students in maintaining good health, to handle minor injuries and to administer any daily medications. If your child has any medical concerns or dietary restrictions we ask that you inform your child's teacher as well as the school nurse.

## Children's Personal Belongings

To ensure the safekeeping of a child's personal belongings and to instill the responsibility of caring for one's possessions in the classroom:

- In keeping with building policy, Early Childhood students are not to bring toys to school. We are not responsible for lost or broken personal toys.
- Cubbies will be provided for children to hang coats and backpacks.
- Each child will need to have a separate bag in which to store a change of clothing (i.e. underwear, shirt, socks, slacks, sweater, etc.) All items shall be marked with the child's first and last name using a permanent marker.
- Inappropriate items brought to the classroom by the child will be labeled with the child's name and placed in safekeeping until the child is dismissed from Early Childhood programming. At that time, the item will be returned to the child's parent or transportation driver.
- Coats, sweaters, jackets, and backpacks shall be labeled with the first and last name of the student with a permanent marker.

## Food Guidelines

- Breakfast is served to all morning students. Breakfast will be provided free of charge for all students in Early Childhood programming.
- Lunch is served to afternoon students, unless they bring their own. Lunch will be provided for all students in Early Childhood programming. If your child brings his/her lunch but would like milk the cost is .35.
- The size of servings will be suitable for the child's age and appetite, and sufficient time will be allowed so that meals are unhurried.
- Staff members will sit with the children and encourage them to eat their meals. During meals, children will be encouraged to engage in conversation and to express their independence.
- A Doctor's note is required if you need the school to consider food allergies or other dietary needs. If your child has food allergies, be sure that the staff is aware to ensure the physical safety of your child when snacks are served. A care plan will be written by the school nurse for consistency in caring for your child.

## Safety Drills

The Early Childhood participates in the district safety drills throughout the year. We will practice four fire drills, three storm/tornado drills, one earthquake drill and four intruder drills. When a drill is conducted, it will be conducted during both morning and afternoon sessions.

## Party Policy

The Early Childhood staff enjoy celebrating birthdays and serving birthday treats in the classroom. Early Childhood students can bring a treat to hand out but it is not mandatory. Any treats must be store bought, in the original store packaging. We will not accept homemade treats.

## Curriculum

The *Emerging Language and Literacy Curriculum (ELLC)* is used in our Early Childhood program. The ELLC prepares preschoolers for success in kindergarten and gives them a strong foundation in oral language and literacy through a scientifically-based curriculum that aligns with our state standards. The curriculum not only addresses all developmental domains with theme-based units, children's literature, multisensory activities, scaffolded instruction and parental involvement but also creates an engaging environment with activity and play-based learning.

Teachers and paraprofessionals provide daily experiences that will:

- Develop self-awareness through interaction with children and adults in a planned learning environment
- Build on prior knowledge, construct new knowledge and practice skills in an interactive environment
- Expand abilities in all developmental domains: social/emotional, physical/motor, cognitive/academic, and language/literacy
- Develop foundational skills for emergent language and literacy
- Acquire knowledge and skills consistent with school readiness through implementation of these four key components:
  - shared storybook reading
  - language, literacy, cognitive circle time
  - 11 learning centers
  - small phonological awareness groups

The ELLC also supports home-school partnerships and you can expect regular newsletters and short workshops to support and extend learning at home! For more information, contact the campus.

## School Wide Positive Behavior Support (SW- PBS)

The Early Childhood Center implements a process called School Wide Positive Behavior Support. The program is designed to educate all children on appropriate social skills and to prevent inappropriate behavior by teaching and expecting all students to be safe, respectful, responsible learners. We have adopted a unified set of school expectations. These

expectations define the expected behavior in our school. You will see these expectations posted throughout the school and your child will be learning them throughout the school year.

SW-PBS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. SW-PBS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. SW-PBS includes school-wide procedures and processes intended for all students and all staff in all settings. SW-PBS is a team-based process for systematic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

## Early Childhood Center SCHOOL-WIDE EXPECTATIONS MATRIX

I am...	All Settings	Classroom	Bus	Hallway	Cafeteria	Restroom	Playground
Safe	<p>Keep hands, feet and all other objects to yourself</p> <p>Be where you belong</p> <p>Report if you or someone is or could be hurt</p>	<p>Maintain personal space</p> <p>Walk</p> <p>Follow drill/safety procedures</p>	<p>Remain seated and face forward</p> <p>Sit in the front of the bus</p> <p>Walk to and from the bus</p>		<p>Walk and wait patiently in line</p>	<p>Keep water in the sink</p> <p>Wash hands with soap &amp; water, dry using only one paper towel</p>	<p>Use school provided equipment appropriately</p> <p>Report unsafe behavior to playground supervisor</p> <p>Walk to and from playground with a level 0 voice</p>
Respectful	<p>Treat others the way you want to be treated</p> <p>Be an active listener</p>	<p>Raise hand for help/to share</p>	<p>Use the correct voice level</p>	<p>Walk quietly so others can continue learning</p>	<p>Eat food that only belongs to you</p>	<p>Give others privacy</p> <p>Use correct</p>	<p>Use appropriate language</p>

	Use kind words and kind tone  Keep your school neat and clean  Follow staff directions  Use proper manners		Follow the bus driver's directions  Keep the bus clean	Keep hands, feet, and "body" off wall	Use correct voice level	voice level  Use supplies and equipment properly	Demonstrate good sportsmanship
Responsible	Be an active participant (give full effort, be a team player)	Be a problem solver  Be prepared	Be ready to get on and off the bus	Return to class promptly	Leave table only when excused by a staff member  Leave your personal area clean	Follow restroom procedures  Return to class promptly	Be a problem solver say; "please stop, walk away, get help from adult  Line up at first whistle

## Parents As Teachers Program

Why Parents As Teachers? As a parent, you are your child's first teacher and your home is your child's first classroom. Your baby begins learning at birth. Parents As Teachers can help you lay a strong foundation for your child's future success in school. PAT is offered at no cost to all interested parents, throughout pregnancy until their child enters kindergarten, within the School of the Osage School District.

### *Program Services*

- Personalized home visits by a certified parent educator, specially trained in child development and eager to help you give your child a great start.
- Group meetings -- Parents come to a central location to meet other parents, get information on parenting topics, and participate in fun and engaging activities.
- Screenings -- We provide a yearly opportunity for you to see whether your child's progress fits with standardized measures of child development.



## Parent Involvement in Education Program

School of the Osage will involve parents in the educational activities of the program to enhance their role as the leading influence in the child's education and development, and to assist them in increasing their knowledge, understanding, skills and experience in child growth and development.

Home Visits will be a mandatory part of this program. Each family will be visited in the home or at the Early Childhood Center by one of our Parents as Teachers Educators. Each visit will allow parents time to ask important questions and fully be involved with the education of their children. Visits will be approximately 45 minutes and will include an activity with the child, an activity with the parent and the child and a review of the child's development.

### Parent Involvement Procedures:

Teachers will provide parents with information about the program and with opportunities to ask questions and interact through:

- A. Parent/Teacher conferences (formal and informal)
- B. Classroom newsletters
- C. Email, Remind and phone calls

Parents will be provided with ideas for activities that can be used in the home environment through:

- A. Classroom activities including parents
- B. Education ideas described in newsletters
- C. Home Visits

Parents will be encouraged to participate in the program.

When parents would like to volunteer in the classroom, they need to go through the district volunteer application process. This process will start at the Early Childhood Office.

### Early Childhood Center Volunteers

- Volunteers shall have qualifications suitable to the tasks they are assigned.
- Volunteers may include parents, junior high and high school students, college students, and community patrons.
- Use of volunteers will follow the district and building volunteer guidelines.
- Volunteers shall be supervised and given instructions as to the Early Childhood's policies and procedures.

- Volunteers will not be left unattended with children. A School of the Osage staff member must be present at all times.

## Field Trips

On occasion the Early Childhood classes will take a field trip. Parent volunteers are always welcome and sometimes needed to help. We do ask that siblings stay at home so that all hands are free to help with the Early Childhood field trip and so that the trip will be a special memory with just you and your Early Childhood child.

## SAFE SCHOOL INFORMATION

We want you to be aware that School of the Osage has made many preparations to deal effectively with emergency situations that could occur in or around the school while classes are in session. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. Our schools are safe; however, we continue to look at ways to make them safer. At all times, our first priority is to protect all students and staff from harm.

In order for our emergency-response plan to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees.

Therefore, we ask parents to observe the following procedures:

- Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system be available for emergency communications.
- Tune your radio or television to the same stations used for inclement weather reports for emergency announcements and status reports. You will receive instructions on where you should go and how/when you may be able to pick up your child. Also, the parent alert system may be activated.
- Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a safe location away from the school. You will be notified of this through the media bulletins.
- Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.

- Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.

We are proud that each school in the School of the Osage is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or other aspects of our safety procedures, please contact our School Safety Coordinator, Corey Toenjes, at 573-365-4091.