

Osborn R-O School District



Student/Parent Handbook

Adopted by the Board of Education: July 15, 2026

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Mission C-110-S

The mission of the Osborn R-O School District is: In carrying out its responsibilities, the Board of Education is guided by the desire to use the resources of its community, its staff and its students to provide the highest quality education permitted by its financial resources. In reaching decisions the Board will attempt in every case to act in the best interests of its students.

Mascot

Wildcat

School Colors

Green and Orange

Osborn School Song

Oh Osborn High School, our hearts are loyal beating

To thee we'll ere be true

And though the years are swiftly fleeting

This fond wish we bring to you

That we will ever be staunch and faithful

Bringing tribute without fail

To our dear high school

Our dear old high school, we will hail, all hail

School Board Members G-100-S

Staci Perry, President

Amanda Findley, Vice President

Shelly Franks, Treasurer

Michael Meek, Director

Cydney Bestgen, Director

Liz Manley, Director

Marisa Rhodes, Director

Jana Gibson, Board Secretary

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the

Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

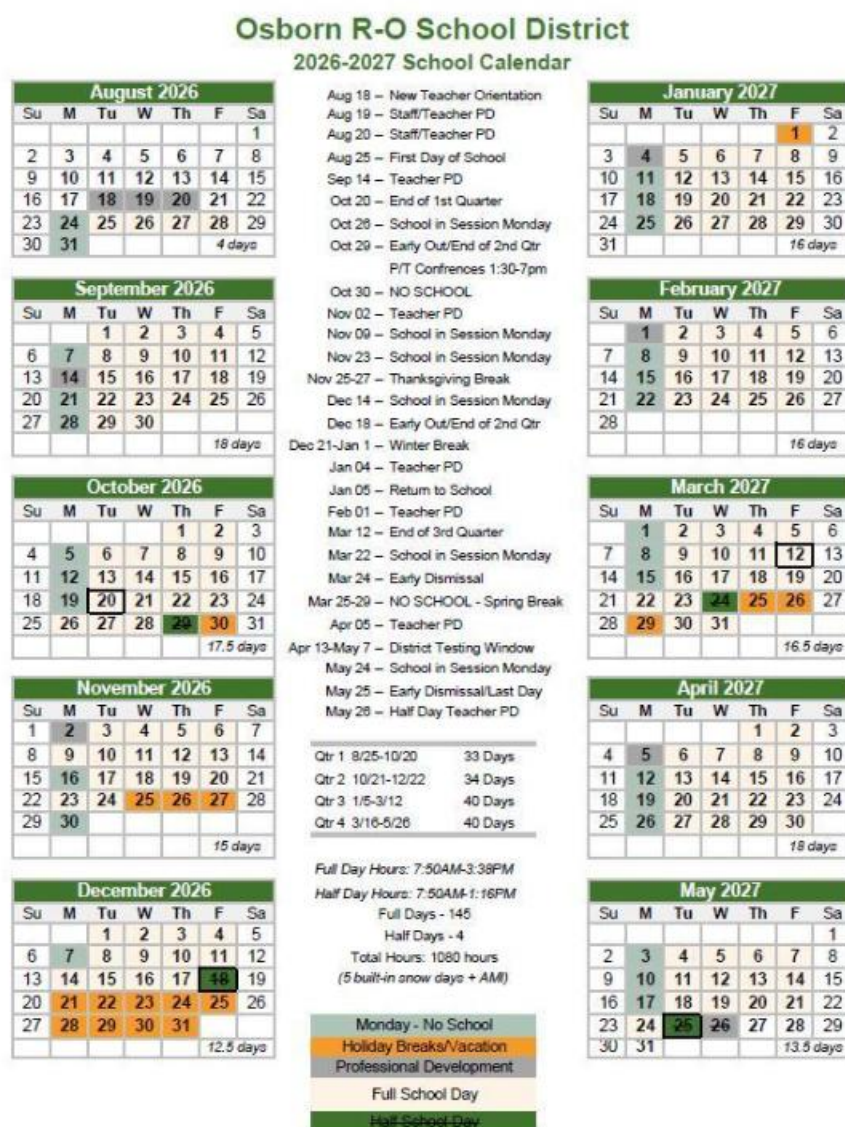
The Staff Directory is available on the District's website at <https://www.osbornwildcats.org/>.

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

Academic Calendar I-100-S

The Academic Calendar is available on the District's website here:

https://www.osbornwildcats.org/live_feeds/11955625?max_images=10.



School Admissions S-100-S

Any person not over 21 years of age who meets regular requirements of residence may attend the Osborn Public School without tuition. Children who are five years old, or who will be five by August 1, may enroll in Kindergarten. All students entering must bring a birth certificate or other form identification and meet the state requirements for immunizations. Non-resident students under suspension from another school will not be permitted to enroll. No student shall be re-admitted or permitted to enroll or attend (except as required by law), following an expulsion until a conference is conducted to review the expulsion and remedial actions have been taken.

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. The administration makes the final determination regarding whether an absence is excused or unexcused.

In order for a student to earn credit, he/she must satisfy academic and attendance requirements. We believe there is a close relationship between poor attendance and class failure. Also, many employers are hesitant to hire students with poor attendance records.

Procedures for Reporting an Absence

Parents must notify the school by 9:00 a.m. on the day of any absence. We can only excuse an absence with a note or phone call from parent/guardian within 3 days of the student returning to school explaining the absence. No note or call will result in an unexcused absence and work will still need to be made-up. It is the student's responsibility to acquire any assignments that they have missed during their absence. Any absence of four (4) or more consecutive days **MUST** be verified by a doctor's note.

Extracurricular Activities Attendance

A student must be at school by the end of the 3rd hour, in order to be considered eligible to participate in or attend any school function that day or have principal approval to miss. *If a child is absent or is sent home early, they may not attend the evening activities.* Students participating in Saturday events such as basketball games must be in attendance on Friday by the end of the 3rd hour. Exceptions will be made for planned activities, such as appointments, if excused by the principal. ***If a student is absent without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of school.***

Excessive Absences

High school students who attend less than 88% of the days in a semester in any class are subject to loss of credit for that class. Excused absences do not count against this percentage. When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by the attendance committee on an individual basis. Parents will be notified by letter/phone call when absences start to become excessive.

- Upon the **FOURTH** (4th) absence of the student per semester, the parents will be notified by letter concerning the excessive absences.
- Upon the **SIXTH** (6th) absence of the student per semester, the parents will be notified by letter concerning the excessive absences and request a meeting to

meet with the principal to explain the absences and to develop a plan for attending school regularly.

- Upon the EIGHTH (8th) absence of the student per semester, the DeKalb County Juvenile Officer will be notified by letter concerning the excessive absences.

Excused Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused.

The administration may request documentation to determine whether an absence is excused. Personal business or personal reasons will not be considered an excused absence. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- Students will only be excused for 1/2 day to take their driving test.
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

College Visit and Job Shadow Days

College Visit/Job Shadow days should be scheduled on Mondays if at all possible. If scheduling a visit on a school day is unavoidable, seniors may be allowed to use two (2) predetermined college visit days (not counted against perfect attendance) **or** arrange for two (2) job shadow day visits to be used in lieu of the college visit days. To do so, seniors must meet the following requirements:

1. Be grade eligible.
2. Complete the college visit (permission) form and have it signed by all teachers, parents/guardians, RootEd advisor, school counselor, and the principal one week before the day of the visit. Without this step, the visit will be deemed an unexcused absence.
3. Complete coursework in advance or upon returning to class.
4. Verify that Monday is not an available day for the visit.

After completing the above-numbered items, the RootEd advisor or the school counselor will reach out to the college and assist you by setting a visit with your desired school.

If you have not chosen a college; visit websites, attend college fairs, call/email admissions reps, and visit with recruiters when they are available to you. Research requirements such as ACT scores and credits needed for acceptance. Gather information regarding tuition and financial aid opportunities. Also, see your RootEd advisor or the school counselor; they will gladly discuss college options, scholarships, and financial aid opportunities. You are responsible for ensuring that you have all the necessary credits needed to be accepted to the college of your choice.

Unexcused Absences

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Students who have an unexcused absences are required to make-up the work to aid learning.. Students will have one day per absences to turn in make-up work.

Attendance Committee

Students with excessive attendance issues are subject to a meeting with the building principal and attendance committee. When unusual or extreme circumstances occur, exceptions to this stated policy will be made by administration/attendance committee's discretion on an individual basis. Only for unusual circumstances and verified doctor notes for illness can the attendance committee make forgiveness considerations for hours/days missed.

Make-Up Work and Planned Absences

It is the responsibility of the student to make up work with teacher support when a student is absent. Students will have one day per absence to turn in make-up work.

The school should be informed of any planned absences, such as hospital stays, surgeries, and un-avoidable absences or they may be considered unexcused. In the case of pre-arranged absences, the student should get the assignments prior to the absence and turn them in upon return.

Work due on the first day of the absence, or during the term of the absence (in the case of a unit assignment) is due the first day of the student's return from the absence. Students who are serving out-of-school suspension are required to make up for the work missed.

Late Arrival/Tardiness

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

Students will have 4 minutes between classes to use the restroom if necessary. DO NOT send a classmate to inform the teacher that you are using the restroom. Otherwise, students should ask permission to use the restroom during independent work time. Students tardy between classes do not need to get an admit slip from the office. If you were with another teacher, be sure to have that teacher notify your current teacher so you won't be counted tardy.

Accumulation of three (3) tardies in a semester will result in a warning and counseling. Upon the fourth (4th) and fifth (5th) tardy, the student will serve one (2) lunch detentions. Upon the sixth (6th) tardy, the student will serve one (1) day of in-school suspension.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. ANY STUDENT WHO LEAVES WITHOUT SIGNING OUT IS TRUANT.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Translucent leggings;
7. Clothing that does not reach to mid-thigh;
8. Holes in pants that are above mid-thigh unless patched;
9. Clothing with profane, obscene, or otherwise inappropriate language;

10. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
11. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
12. Language or symbols that promote gangs;
13. Hats and hoods (hooded sweatshirts worn up);
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. Costumes unless exceptions are made for dress-up days;
19. Roller shoes;
20. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
21. Blankets carried or worn as coats or wraps while in the building;
22. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences. See the discipline matrix for potential consequences.

Food Service Program F-285-S

Breakfast

Breakfast is served from 7:30-7:55 every morning. In the case of a late start no breakfast will be served.

Lunch

Students have a 24 minute lunch period. Parents and students should understand that lunch time is limited. Food brought from home should be prepared at home, not school. Students should use the allotted time to eat, not prepare their food.

Students and parents are encouraged to pack nutritious foods for school lunches. Soda drinks, candy and sweets are discouraged.

Lunch Schedule

Preschool	10:35-11:00	3rd Grade	10:45-11:10
Kindergarten	10:40-11:05	4th Grade	10:45-11:10

1st Grade	10:40-11:05	5th Grade	10:45-11:10
2nd Grade	10:40-11:05	6th-8th Grade	11:15-11:40
9th-12th Grade 11:15-11:40			

Lunch Expectations

- Students are allowed to converse, but should keep their voices at a level 2 or less (table talk).
- Students will sit with their feet on the floor.
- Students will use good table manners.
- Each class/student is responsible for cleaning their table and area before leaving.
- Students will put their trays in the designated area and should have the tray free of trash. Trash should be placed in the appropriate receptacle.
- No meals are to be stored in the refrigerator.
- No running, pushing, throwing of food, or other disruptions will be tolerated.
- ***Microwave use is reserved to students in 3rd-12th grade.***
- Microwave use is for reheating NOT cooking.
- Microwaves can be used for all special dietary needs.

Students who do not obey the lunch room rules will be subject to an assigned seat at lunch, loss of recess time, or other disciplinary action.

Closed Lunch

Students have a closed lunch hour and will go to lunch with their assigned teachers. Students will be dismissed for lunch by a schedule developed by the principal. Students are to remain in the cafeteria or assigned area for the duration of their lunch period. NO students will be allowed to leave school during the lunch period. If a parent would like to bring outside food for their child, they may leave it in the office BEFORE their child's lunch period begins.

Food Service Charges

Students will be charged for meals accordingly. Parents should understand that students have access to a la carte items like extra entrees, extra milk, extra juice, etc. Parents should discuss with their children whether or not they are allowed to get a la carte items. The school is not responsible for allowing the purchasing of these items. Students who have a negative balance will not be allowed to purchase a la carte items.

Food Service Balance

Students should maintain a positive food service balance throughout the year. Parents receive weekly notification once the account is \$0 or below. Upon a balance of -\$15.00, parents will receive a phone call from the food service director. In the case of a negative balance students will be able to incur charges up to \$20.00. A negative balance of

\$20.00 will result in students receiving commodities for breakfast and lunch. Payment should be made immediately.

Food Service Deposits

Food service payments can be made in the form of cash, check, or online with a card. Students can bring cash or check to school with them and give it to the food service director. Please place cash deposits in an envelope labeled with student name(s). Online payments can be made through your Lumen Parent Portal. A convenience fee of 2.9% + \$0.30 will be charged for online payments.

Cafeteria/Meal Service

Well planned meals are served daily in the cafeteria at a nominal cost. Students must either bring a lunch or purchase a school lunch. Each student will be provided with a lunch card for use in the cafeteria. Students are responsible for placing the trash in receptacles and returning trays and utensils to the proper area.

Food Service Prices

Prices may be found on the website here: <https://www.osbornwildcats.org/page/food-service>.

Free and Reduced Lunch Application

Students/parents who meet established guidelines may receive meals free of charge or at a reduced price. Applications are available at the school office or on the District's website.

Adult Visitors for Lunch

Parents are not to eat lunch with their students except on special occasions. Any outside visitors during the lunch period should be pre-approved by the principal at least a day in advance.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled

auto syringes of epinephrine, Narcan, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

If a student becomes ill or injured at school, he/she should report to the nurse's office. All students need to report to the school nurse if experiencing an illness prior to contacting parents. The nurse will make the determination on contacting the

parent/guardian. The nurse or office personnel cannot dispense medications of any kind unless there are specific instructions

Any student reporting to the nurse's office repeatedly for a reoccurring ailment will be treated, and notification will be made to the parent. The parent will be advised to schedule an appointment for his/her child with the child's family doctor. The Osborn R-O School nurse is not responsible for diagnosing illnesses, and a recurring illness should be checked out by a family physician.

Health Screenings

Health Screenings and Checks

The district must also assess student's physical health periodically. The results will be reported to parents if there are areas of concern. All health screenings are voluntary.

Health Questionnaire and Observation	Voluntary
Physical Measurement	Voluntary
Dental Screening	Voluntary
Vision Screening	Voluntary
Hearing Check	Voluntary
Scoliosis Screening	Voluntary

Head Lice

The Osborn R-O School has a "no nits" policy. This means that students who have live lice or egg sacs called, "nits," will be sent home by the nurse. Parents must show proof of treatment within three days. The nurse, principal, or other designated person will inspect the student prior to readmission. Students with nits present will be sent home until no nits are present.

Health Office

If you have any questions, please contact the school nurse.

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office in the original packaging by the parent/guardian and must be accompanied by the following information. The student must not bring any medication on the bus or school grounds to keep with him/ her for use. Written parent permission is good for the current school year only, and must be updated if any changes are made in the medication.

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others. These medications will only be given according to the directions on the container for appropriate age and weight of the child.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

The school personnel will not administer the first dose of any medication and will not give one-time medications at school. Only current prescriptions will be given. We will not administer any medication past the expiration date on the container.

The school will not give prescribed narcotic medication to students while in attendance or participating in school activities regardless of prescription.

If a medication is brought to school that does not meet these guidelines, it will be **REJECTED** and will not be administered to the student. We will **KEEP** any medication brought to school by a child until it can be returned directly to the parent.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse with questions.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and

entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline/remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

The District's last inspection was in April 2024. The next inspection is scheduled for July 2026. The District also has a 6-month surveillance program.

A copy of the Management Plan and inspection reports are available for review at the Central Office located at 275 Clinton Ave., Osborn, MO 64474 as well as each school office. Questions regarding asbestos or the management plan may be directed to Central Office at [816-675-2217](tel:816-675-2217).

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-iSSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District 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.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time

or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, 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 typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records 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 under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a

written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. The form is available in the office.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute 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 student 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 level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have taught for 4 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.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be found here : <https://www.osbornwildcats.org/documents/public-information/essa-federal-title-program-documents/25736367> .

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, or English learners is:

Name: Superintendent
Phone #: 816-675-2217
Email Address: renee.turpin@osbornwildcats.org

The District's liaison for students who are in foster care is:

Name: Principal
Phone #: 816-675-2217
Email Address: brad.griffin@osbornwildcats.org

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's

teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into Spanish.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Superintendent
Address of Office: 275 Clinton Ave, Osborn, MO 64474
Phone #: 816-675-2217
Email: renee.turpin@osbornwildcats.org

Visitor Procedures C-155-S

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

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

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

Use of District Facilities C-160-S

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

Transportation Services F-260-S

Bus/Van Transport Rules and Regulations

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

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

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

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at

school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Students are detained after school, before school, or during lunch following an infraction of school rules.

1. Students in after-school detention will serve from 3:38-4:30, morning detention will serve from 7:00-7:50, and lunch detentions will sit apart from others during their lunch shift. Students will report to the assigned detention room on time or risk serving an extra day. A detention may be assigned by the principal or a classroom teacher.
2. Students must bring homework or assignments to work on during their detention. Failure to bring something to do will result in either an extra day of detention or the teacher will give them an assignment to complete prior to leaving.
3. Students must provide their own transportation.
4. Students must stay in the assigned room for the designated time frame at an assigned seat and refrain from talking to other students. Students that cannot follow these rules will be assigned additional detention or in school suspension.
5. Students will notify the sponsor of any extra-curricular activity when serving a detention.
6. No sleeping is allowed.
7. No food (except during Lunch detention), soda, energy drinks, candy, etc. is allowed.
8. No electronic devices will be allowed.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

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

1. Students will not interact with other students at any time while they are in ISS. This includes lunchtime. Choosing to interact with others will result in additional ISS time.
2. Students will complete their classroom assignments during ISS time or zeroes will result.

3. Students are to be working on assignments and have something else to work on when finished or will be given extra assignments by administration.
4. Students should bring all their books and materials to ISS. They will not be allowed to leave to go to their lockers.
5. No sleeping is allowed. Additional ISS day(s) will be given if the student is caught sleeping.
6. NO food, soda, energy drinks, candy, etc. is allowed.
7. If a student breaks any rule while in ISS they will be sent home for OSS.
8. ISS will be held from 7:50 to 3:38 on scheduled days. If a student is tardy to ISS they will serve an additional ½ day ISS the next day school is in session.
9. No electronic devices will be allowed unless permissions are given by the administrator.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District’s Student Discipline Policy – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition	Consequences for Elementary (Grades PreK-6)	Consequences for High School (Grades 7-12)
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork	1 st : Conference with parent or guardian and grade reduction or loss of privileges. Subsequent: Conference with parent or guardian and detention(s) or grade reduction.	1 st : Conference with parent or guardian and grade reduction or loss of privileges. Subsequent: Conference with parent or guardian, detention(s), grade reduction, course failure, or removal from extracurricular activities.

	without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.		
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	1-10 days out-of-school suspension or possible recommendation for long-term suspension or expulsion. Restitution if appropriate.	1-10 days out-of-school suspension or possible recommendation for long-term suspension or expulsion. Restitution if appropriate.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	10 days out-of-school suspension; referral to law enforcement; recommendation for long-term suspension or expulsion.	10 days out-of-school suspension; referral to law enforcement; recommendation for long-term suspension or expulsion.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury;	1 st : Detention, 1-5 days in-school suspension or out-of-school suspension.	1 st : 5-10 days out-of-school suspension. Subsequent: 10 days out-of-school suspension; possible

	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 or fourth degree.	Subsequent: 3-10 days in-school suspension or out-of-school; possible recommendation for long-term suspension or expulsion.	recommendation for long-term suspension or expulsion.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for	1 st : Suspension or revocation of parking privileges up to the remainder of the school year, detention, or in-school suspension. Subsequent: Revocation of parking privileges for the remainder of the school year, detention, in-school suspension, and removal of the	1 st : Suspension or revocation of parking privileges up to the remainder of the school year, detention, or in-school suspension. Subsequent: Revocation of parking privileges for the remainder of the school year, detention, in-school suspension, and removal of the

	parking or driving on District property.	vehicle from premises at the cost of the owner.	vehicle from premises at the cost of the owner.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written	1 st : Detention, in-school suspension, or 1-10 days out-of-school suspension. Subsequent: 1-10 days out-of-school suspension and possible recommendation for long-term suspension or expulsion.	1 st : 1-5 days In-school suspension, or 1-10 days out-of-school suspension. Subsequent: 1-10 days out-of-school suspension and possible recommendation for long-term suspension or expulsion.

	communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.		
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	1st: Students will receive a warning, and the parent will be notified by the bus driver and/or the principal. 2nd: Students will conference with a principal and could face school discipline or further suspension from the bus not to exceed 3 school days.	

		3rd: Students will conference with a principal and could face school discipline or further suspension from the bus not to exceed 5 days. 4th: Students will conference with a principal and could face school discipline or further suspension from the bus not to exceed 10 days. Subsequent: When a student receives a 5th notice, a meeting must occur between the parent, principal, and representatives from the transportation division to determine next steps for the student. Note: Any student found guilty of substance abuse or any other safe schools violation will face possible removal from the bus for the remainder of the school year. Should bus students misbehave at school and be detained after school, parents will be given one day's notice to make transportation arrangements. The school principal has full authority to apply consequences for bus misconduct and considers the requests of school bus drivers. The principal is not obligated, however, to issue certain consequences on demand of the bus driver, but instead has full authority to determine the course of action in the best interests of students and school bus safety.	
Dishonesty	Any act of lying, whether verbal or written, including forgery.	Nullification of forged document. Principal/ Student conference, detention, and/or in-school suspension.	Nullification of forged document. Principal/ student conference, detention, and/or in-school suspension.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or	1 st : Detention, in-school suspension, or 1-10 days out-of- school suspension.	1 st : Detention, in-school suspension, or 1-10 days out-of-school suspension.

	defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	Subsequent: Detention, in-school suspension, 1-10 days out-of-school suspension; possible long-term alternative school placement.	Subsequent: Detention, in-school suspension, 1-10 days out-of-school suspension; possible long-term alternative school placement.
Dress Code	Violation of S-180-S.	Students not adhering to the dress code will be asked to call a parent to bring a change of clothing, or may be asked to turn the clothing inside out, or wear clothing provided by the school. • First offense-Parent phone call and asked to change or inside out. • Second offense-Parent phone call and detention. Students must change or turn clothing inside out. • Third offense-Parent phone call, ISS, and	Students not adhering to the dress code will be asked to call a parent to bring a change of clothing, or may be asked to turn the clothing inside out, or wear clothing provided by the school. • First offense-Parent phone call and asked to change or inside out. • Second offense-Parent phone call and detention. Students must change or turn clothing inside out. • Third offense-Parent phone call, ISS, and

		student must change or turn clothing inside out. ● Failure to comply will result in OSS	student must change or turn clothing inside out. ● Failure to comply will result in OSS
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events.	1. Being under the influence of alcohol, drugs or chemicals (e.g., narcotics, chemicals or controlled substances), or possession of drug paraphernalia. 2. Possession or use of alcohol/drugs/chemicals. 3. Possessing, using, distributing, selling, purchasing, transmitting, transferring, or obtaining a substance intended to give the appearance of a substance or likeness of alcohol, drugs, or drug paraphernalia. 4. Distributing, selling, purchasing, transmitting, transferring, or obtaining nonprescription (over-the-counter) drugs. 1st: 1 day OSS or 3 days in-school suspension. Subsequent: 3-5 days in-school or out-of-school suspension	1. Being under the influence of alcohol, drugs or chemicals (e.g., narcotics, chemicals or controlled substances), or possession of drug paraphernalia. 2. Possession or use of alcohol/drugs/chemicals. 3. Possessing, using, distributing, selling, purchasing, transmitting, transferring, or obtaining a substance intended to give the appearance of a substance or likeness of alcohol, drugs, or drug paraphernalia. 4. Distributing, selling, purchasing, transmitting, transferring, or obtaining nonprescription (over-the-counter) drugs. 1st: 5 days out-of-school suspension; may return from OSS after completion of cessation course and parent conference

	However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.	and referral to law enforcement and/or Children's Division 5. Distributing, selling, purchasing, transmitting, transferring, or obtaining alcohol or illegal or prescription drugs. 1-10 days of out-of- school suspension with possible recommendation for long-term suspension or expulsion; and referral to law enforcement and Children's Division 6. Possession of nonprescription (over-the-counter) drugs. Items confiscated and taken to nurse's office; parent conference; possible referral to Children's Division Electronic Smoking Devices. Sale, distribution, use, or possession of electronic smoking devices is prohibited on any school district property, in any district facility, on	Subsequent: 8-10 days out-of-school suspension; possible recommendation for long-term suspension or expulsion; and referral to law enforcement and/or Children's Division 5. Distributing, selling, purchasing, transmitting, transferring, or obtaining alcohol or illegal or prescription drugs. 10 days of out-of- school suspension; possible recommendation for long-term suspension or expulsion; and referral to law enforcement and/or Children's Division 6. Possession of nonprescription (over-the-counter) drugs. Items confiscated and taken to nurse's office; parent conference; possible referral to Children's Division Electronic Smoking Devices. Sale, distribution,
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		district transportation, at any district-sponsored event, or district activity off campus. Electronic smoking devices include, but are not limited to, electronic cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products, and e-pipes. The electronic smoking device and accessories will be confiscated and turned over to law enforcement or destroyed. They will not be returned to the student or family. If illegal drugs are found in the vape (including, but not limited to marijuana, THC oil, etc.), consequences will be assessed under the guidelines for 'Drugs'. 1st: 1 day in-school suspension 2nd: 3 days in-school suspension or completion of cessation course Subsequent: 3 days out-of-school suspension and hotline referral to Children's Division; possible referral for alternative school placement or long-term	use, or possession of electronic smoking devices is prohibited on any school district property, in any district facility, on district transportation, at any district-sponsored event, or district activity off campus. Electronic smoking devices include, but are not limited to, electronic cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products, and e-pipes. The electronic smoking device and accessories will be confiscated and turned over to law enforcement or destroyed. They will not be returned to the student or family. If illegal drugs are found in the vape (including, but not limited to marijuana, THC oil, etc.), consequences will be assessed under the guidelines for 'Drugs'. 1st: 3 days in-school suspension or completion of cessation course 2nd: 1-3 days out-of-school suspension and juvenile office referral
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		suspension with referral to outside agencies. Possession or use of any tobacco 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. 1st: 1 day in-school suspension 2nd: 3 days in-school suspension or completion of cessation course Subsequent: 3 days out-of-school suspension and hotline referral to Children's Division; possible referral for alternative school placement	Subsequent: 3-5 days out-of-school suspension and juvenile office referral; possible referral for alternative school placement or long-term suspension with referral to outside agencies. Possession or use of any tobacco 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. 1st: 1-3 days in-school suspension or completion of cessation course 2nd: 2-5 days ISS or out-of-school suspension and juvenile office referral Subsequent: 3-5 days out-of-school suspension and juvenile office referral; possible referral for alternative school placement
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Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	1 st : Detention, in-school suspension, or 1-3 days out-of-school suspension. Subsequent: In-school suspension, 3-10 days out-of-school suspension; possible recommendation for long-term suspension or expulsion.	1 st : Detention, in-school suspension, or 1-5 days out-of-school suspension. Subsequent: In-school suspension, 5-10 days out-of-school suspension; possible recommendation for long-term suspension or expulsion.
False Alarms or Reports (see also "Threats or Verbal Assault")	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring, communicating a threat or false report for the purpose of frightening or disturbing people, or disrupting the school environment.	Restitution. Parent contact, in-school suspension or out-of-school suspension.	1-10 days out-of-school suspension; possible recommendation for long-term suspension or expulsion.
Fighting	A conflict: verbal, physical, or both, between two or more people.	1 st : Principal and student conference, detention, 1-3 days of in-school suspension.	1 st : 1-10 days of out-school suspension. 2 nd : 1-10 days out-of-school suspension; possible

		2nd: 3 days of out-school suspension. Subsequent: 5-10 days out-of-school suspension; possible recommendation for alternative school placement or long-term suspension or expulsion.	recommendation for long-term suspension or expulsion Subsequent: 10 days out-of-school suspension; possible recommendation for long-term suspension or expulsion.
Encouraging a fight or assault.	Conduct that intentionally incites, pressures, or supports physical violence or attempted physical violence between individuals, including actions that escalate, prolong, or legitimize a confrontation, whether or not the student personally engages in physical contact. (This includes recording, distributing, or posting audio or video of a confrontation.)	1st: Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension Subsequent: Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension and possible law enforcement referral; possible recommendation for alternative school placement.	1st: Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension and possible law enforcement referral. Subsequent: 1-5 days in-school suspension or 1-10 days out-of-school suspension and possible law enforcement referral; possible recommendation for alternative school placement or long-term suspension or expulsion.
Weapons and Firearms	A) Possession or use of a firearm as defined in 18	A) Suspended from school for not less than one calendar year or permanently expelled, unless modified by the Board upon recommendation by the Superintendent.	

	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). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to	B) In-school suspension, 1-10 days out-of-school suspension and possible recommendation for long-term suspension or expulsion. C) In-school suspension, 1-10 days out-of-school suspension and possible recommendation for long-term suspension or expulsion.
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	inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.	
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	Confiscation of item. Detention, in-school suspension, or 1-10 days out-of-school suspension.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	1st: Loss of privileges, detention, or in-school suspension. Subsequent: Loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	Inappropriate, non-physical harassment: 1st: Warning, loss of privileges, and/or 1-3 days in-school suspension 2nd: Loss of privileges or 1-3 days in-school or out-of-school suspension Subsequent: 5-10 days out-of-school suspension with possible recommendation for long-term suspension or expulsion. Inappropriate Physical Harassment: 1st: Warning, principal conference, in-school suspension, and/or loss of privileges. Subsequent: In-school suspension, 1-10 days in school or out-of-school suspension with possible recommendation for long-term suspension or expulsion.	Inappropriate, non-physical harassment: 1st: Loss of privileges or 1-3 days in-school or out-of-school suspension 2nd: Loss of privileges and 3-5 days out-of-school suspension Subsequent: 10 days out-of-school suspension with possible recommendation for long-term suspension or expulsion. Inappropriate Physical Harassment: 1st: 1-10 days in school or out-of-school suspension with possible recommendation for long-term suspension or expulsion. Subsequent: 3-5 days in school or 5-10 days out-of-school suspension with possible recommendation for long-term suspension or expulsion.
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Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	1 st : Warning, principal conference, loss of privileges, and/or in-school suspension. Subsequent: In-school suspension, 1-10 days in school or out-of-school suspension with possible recommendation for long-term suspension or expulsion.	1 st : 1-10 days in school or out-of-school suspension with possible recommendation for long-term suspension or expulsion. Subsequent: 3-5 days in school or 5-10 days out-of-school suspension with possible recommendation for long-term suspension or expulsion.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	Confiscation of item. Loss of privileges, detention, or 1-10 days in-school suspension.	
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Restitution. Detention, or in-school suspension.	
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting,	1 st : Parent contact, principal conference, detention.	1 st : Warning, parent contact.

	such as but not limited to, kissing, groping, fondling, cuddling.	Subsequent: Parent contact, principal conference, in-school suspension.	Subsequent: Parent contact, detention, 1-3 days in-school suspension.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	1 st : Confiscation. Principal /Student conference, detention, or in-school suspension. Subsequent: Confiscation. Detention, in-school or out of school suspension. Possible recommendation for long-term suspension or expulsion.	1 st : Confiscation. 1-3 days in-school or up to 10 days out of school suspension. Subsequent: Confiscation. 3-10 days in-school or up to 10 days out of school suspension. Possible recommendation for long-term suspension or expulsion.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	1 st : Detention, in-school suspension, 1-10 days out-of-school suspension. Possible recommendation for alternative school placement. Subsequent: Detention, ISS, 3-10 days OSS. Possible recommendation for alternative school placement	1 st : Detention, ISS, 1-10 days out-of-school suspension. Possible recommendation for alternative school placement or long-term suspension or expulsion. Subsequent: Detention, ISS, 3-10 days OSS. Possible

		or long-term suspension or expulsion.	recommendation for long-term suspension or expulsion.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	Truancy 1st: Detention(s) and loss of privileges. Subsequent: 1-3 days in-school suspension, loss of privileges and referral to juvenile office. Tardiness Accumulation of three (3) tardies in a semester will result in a warning and counseling. Upon the fourth (4th) and fifth (5th) tardy, the student will serve one (2) lunch detentions. Upon the sixth (6th) tardy, the student will serve one (1) day of in-school suspension.	Truancy 1st: Detention(s) and loss of privileges, 1 day in-school suspension. Subsequent: 1-3 days in-school suspension, loss of privileges, make-up of time through after school or Saturday school detention, and referral to juvenile office. Tardiness Accumulation of three (3) tardies in a semester will result in a warning and counseling. Upon the fourth (4th) and fifth (5th) tardy, the student will serve one (2) lunch detentions. Upon the sixth (6th) tardy, the student will serve one (1) day of in-school suspension.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology	See F-265-S for discipline for cell phone and Electronic Personal Communications Devices misuse.	See F-265-S for discipline for cell phone and Electronic Personal Communications Devices misuse.

	system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	Violation of Policy C-165-P 1st: Confiscation. Principal and Student conference, detention, or in-school suspension. Subsequent: Confiscation. Detention, in-school suspension, or 1-10 days out-of-school suspension. All other violations: 1st: Restitution. Principal and Student conference, loss of user privileges, detention, or in-school suspension. Subsequent: Restitution. Loss of user privileges for 1-180 days.	Violation of Policy C-165-P 1st: Confiscation. Principal and Student conference, detention, or in-school suspension. Subsequent: Confiscation. Detention, in-school suspension, or 1-10 days out-of-school suspension. All other violations: 1st: Restitution. Principal and Student conference, loss of user privileges, detention, or in-school suspension. Subsequent: Restitution. Loss of user privileges for 1-180 days. Possible recommendation for long-term suspension or expulsion.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	Return of or restitution for property. Principal conference, loss of privileges, in-school or out-of-school suspension. Possible referral for alternative school placement.	Return of or restitution for property. Loss of privileges or 2-10 days in-school or out-of-school suspension. Possible referral for alternative school placement or long-term suspension or expulsion.

Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	Detention, in-school suspension, 1-10 days out-of-school suspension, or recommendation for long-term suspension or expulsion.	In-school suspension, 1-10 days out-of-school suspension, or recommendation for long-term suspension or expulsion.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	1 st : Parent contact, detention, in-school or out-of-school suspension. Subsequent: Parent contact, out-of-school suspension.	1 st : 1-3 days in-school or out-of-school suspension. Subsequent: 3-10 days in-school or out-of-school suspension.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	Parent contact, in-school or out-of-school suspension, restitution for damage or vandalism.	1-10 day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion and restitution for damaged/vandalized property.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while	1 st : Verbal warning, detention, in-school suspension, 1-10 days out-of-school suspension; possible recommendation for long-term suspension or expulsion. Report to law enforcement for trespassing if expelled. Subsequent: In-school suspension, 1-10 days out-of-school suspension; possible recommendation for long-term suspension	

	serving a suspension or expulsion.	or expulsion. Report to law enforcement for trespassing if expelled.
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Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Building Principal and can be reached at [816-675-2217](tel:816-675-2217).

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a

written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

This form is available on the District's website.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters

including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Superintendent
Phone #: 816-675-2217
Email Address: renee.turpin@osbornwildcats.org

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Principal
Phone #: 816-675-2217
Email Address: brad.griffin@osbornwildcats.org

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic

	school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to

programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Superintendent

Phone #: 816-675-2217

Email Address: renee.turpin@osbornwildcats.org

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Principal

Phone #: 816-675-2217

Email Address: brad.griffin@osbornwildcats.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Principal

Address: 275 Clinton Ave, Osborn, MO 64474
Email Address: brad.griffin@osbornwildcats.org
Phone #: 816-675-2217

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Drug dogs may be utilized by the District. Drug dogs will not come into direct contact with students.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under

the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Agriculture Classes at Stewartsville

Students who attend agricultural classes will ride provided transportation to and from Stewartsville C2 school district, unless other arrangements have been made and written permission from the superintendent and/or principal of the school has been obtained. Students with permission to drive will drive directly to and from Osborn R-O School District and their destination.

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the District website under the Counselor's Corner and the high school counselor/the District A+ Coordinator

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website.

Achievement Tests and Ability Tests

This district uses a variety of achievement tests. Results of these tests are placed in a student's regular permanent record and given to parents. The Department of Special Education administers individual achievement and ability tests. This is done only in conjunction with referral for special education programming. Results of these tests are kept in a special education permanent record.

The following tests or questionnaires will be given to the following ages\grade levels:

DIAL -4 (preschool)	Voluntary
Health Questionnaire and Observation	Voluntary
Physical Fitness	Mandatory 5, 7, 9
MAP (Grades 3, 4, 5, 6, 7, 8)	Mandatory
Woodcock Johnson III and Sub Tests	Special Education Requested
WISC IV WPPSI III	Special Education Requested
Dyslexia Screening (Grades K-3)	Mandatory
Dyslexia Screening (Grades 4-6)	Mandatory/As Needed
EOC	Mandatory 9-12
ACT	Voluntary 10-12

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Teaching About Computer Science I-123-S

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course

to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

Graduation Requirements I-190-S

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

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

Osborn R-o Diploma – 25 Units

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

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

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

In addition to the units listed above, students will be REQUIRED to pass the Missouri and US Constitution, and U.S. Civics Tests, complete 30 minutes of CPR training, and take End Of Course Assessments for: Algebra I, English II, Biology, and Government. All students (except those for whom the IEP team has determined to be eligible for MAP-A) are expected to take the REQUIRED EOC Assessments at some time prior to graduation or exiting High School due to age limitations. Additional assessments in Geometry, English I, Algebra II, and American History will be administered at the discretion of the District.

Early Graduation

Graduation, with all attendant privileges, will be allowed any time after seven (7) semesters of attendance beginning with grade nine and attainment of the following requirements:

- have 25 credits that meet state and district requirements
- taken their ACT (scored an 18 or higher)
- have a cumulative GPA of 2.85 or higher on a 4.0 scale
- show verification of enrollment and acceptance to a college or university prior to graduation

OR

- have 25 credits that meet state and district requirements
- have a cumulative GPA of 2.0 or higher on a 4.0 scale
- show verification of enrollment and acceptance to a military, vocational school, or junior college prior to graduation

The above requirements may be modified in exceptional cases with approval of the Board of Education, upon recommendation of the Superintendent.

Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and

2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide 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 are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The 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 in the office of the Counselor, 275 Clinton Ave, Osborn, MO 64474. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 District assures that it will provide a free,

appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The District assures that personally identifiable information collected, used, or maintained by the District 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 District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Tuesday – Friday (7:30 am – 4:00 pm) in the office of Brad Griffin, 275 Clinton Ave, Osborn, MO 64474. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.osbornwildcats.org/documents/public-information/25736286> and District Policy.

Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day. If these devices are brought to school, students must store the devices in their bag or locker. Students are not to store these items in the pockets of their clothing or jackets.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include:

- First Offense: Phone will be confiscated and kept in the school safe until the end of the day.
- Second Offense: Phone will be confiscated and parents or guardians will be called to pick up the student's phone.
- Third Offense: Phone will be confiscated and will be given a disciplinary referral for not adhering to school policies. Administration will deem discipline actions as necessary.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.

- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

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

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

Technology Devices Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Grading and Reporting System

Standards Based Grading

Kindergarten through fifth grade teachers use a standards based grading system. This allows teachers to pre and post tests on grade level standards. Students are given a score of 1-4 based on the criteria below and their performance on the post-test following classroom instruction. Grades 4-5 will also receive letter grades.

Needs Support: 1	Approaching: 2	Meets Indicators: 3	Exceeds Indicators: 4
Requires more time to master skills.	Beginning to grasp and apply skills.	Grasps and applies key concepts and skills.	Works beyond stated goals. Consistently and independently applies skills.

Special Class Grades

Library, Computers, Art, Music, and Physical Education for grades K-5.

Grade “E” = Excellent
 Grade “S” = Satisfactory
 Grade “N” = Needs Improvement

Percentage Grading Scale

The Osborn R-O School percentage based grading scale is as follows:

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

Grade Reporting

Grade checks will be run weekly. Teachers must have all grades updated by Friday of each week. Any student with one F or two D's will be considered ineligible starting Wednesday until the following Tuesday. Students, parents and coaches will be notified on Tuesday of the status for the following week.

Mid-term and quarter reports will be printed and sent home. These dates are listed in the bulletin at the beginning of the year and on the week of the grade reporting. Unless there is a court-ordered request, we cannot withhold information from ex-spouses. Parents and students may access their grades on-line at any time through the Lumen parent portal.

Course Syllabus

Teachers will provide a syllabus at the beginning of the year/semester for each course taught at the junior high and high school level. The syllabus will identify the grades and/or grading for each course. The syllabus will also include the standards to be taught for the course.

Student Achievement and Academic Awards

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

Promotion/Retention of Students K-5 I-185-S

The elementary staff members sincerely hope that each and every child does well in school. If a child is not meeting grade level expectations, it is extremely important for the school and home to work closely together. Teachers will provide a list of students not meeting grade level objectives in the areas of Reading, Language Arts, or Math during the months of October, January, and March reporting periods. The student's progress will be monitored, and if retention is highly probable, you will be notified very close to the end of the third quarter of school. This is not a final decision. A follow-up conference will be scheduled with the principal, parent\ guardian and the teachers. The principal and the classroom teacher using the following criteria will make the final decision.

- Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, and work samples
- Chronological age
- Study habits
- Attendance
- Social and emotional maturity
- State mandated retention requirements for elementary students

Any parent/guardian wishing to appeal a decision regarding retention must first contact the principal/superintendent. If the parent does not accept the decision, an appeal may

be made to the Board of Education. All appeals must be requested within 2 weeks after the close of school.

Junior High Pass Policy

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

Parents as Teachers

The Parents as Teachers Program serves families with children ages 0-5. They can be reached by calling the school at (816) 675-2217 - Jennifer Griffin. Parents as Teachers offer informational meetings for parents on a variety of topics, as well as a calendar of events for parents.

JH & HS Late Homework

Students can earn no fewer than 75% of the points available on the assignment if turned in up to five (5) days late. Any work turned in more than five (5) days late will receive up to 50% points earned. This will be consistent in all classrooms for grades 7-12.

Finals Policy

Students (7-12) are eligible for finals exemption by meeting the following criteria:

1. 95% overall attendance (school-sponsored activities do not count as absences) per semester
2. Received no ISS or OSS for the semester
3. Passing the class with an 95% or greater prior to the final exam
4. Have less than three tardies in the semester
 - Exempted students may take the final to improve their grade in a class; in this case, the final grade cannot hurt the student's overall grade.
 - Students are required to attend class during the final exam block and complete optional enrichment tasks provided

EOC/MAP courses, Dual credit, AP, and virtual classes are not eligible for final exemptions.

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

Weighted Classes

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

Dual Credit Policy

Dual credit courses enrich and extend the high school curriculum, challenge students, and provide introductory college course work at about half the cost of college tuition. Section 167.223, RSMo, authorizes high school students to enroll in courses at colleges or universities, receive both high school and college credit, and be counted in attendance at the high school for state aid purposes under certain circumstances.

Juniors and seniors may enroll in Dual Credit courses to earn both high school and college credit. In the event that a student fails a course they will be responsible for payment of the class and materials required for the course. For seniors, the district will pay for no more than 2 dual credit courses per semester. For juniors, the district will pay for no more than 1 dual credit courses per semester. In the event a student takes more than 2, he or she must be responsible for those particular classes.

Students must have at least a **3.0 GPA** and receive approval from the counselor and/or principal. It is required that all students who wish to enroll in Dual Credit must take the **ACT test prior to enrollment and receive a score of 18 or higher**. Students must meet all prerequisites for the courses (ACT minimums or course prerequisites, etc.). Regardless of the offering university's policy, the drop date for any dual credit course will be 3 days after the day class begins. The college instructor's syllabus will be strictly enforced. School administration will determine classroom setting for dual credit courses and locations may vary.

Missouri State High School Activities Association (MSHSAA) Activities

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at www.mshsaa.org.

Also please refer to the Activities Handbook in the Appendix of this Student Parent Handbook.

District Sponsored Extra-Curricular Activities and Clubs I-210-S

Also please refer to the Activities Handbooks in the Appendix of this Student Parent Handbook.

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High

School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

School Cancellations and/or Late Start/Early Dismissal

Late Start

There may be a time when Osborn elects to start the school day later than a normal day when certain weather conditions necessitate. Parents will be notified by SCHOOL REACH (and other sites listed below) preferably the night before. The buses will run the same route 2 hours later than normal and the building will be open at 9:30 for students. Please do not arrive before that time. ***Breakfast WILL NOT be served on late start days.*** Dismissal time remains the same and after school activities will be allowed. Any student in the building before 9:30 must report to the school cafeteria.

Late Start Schedule

Late Start Lunch Schedule

9:30	Doors Open	Preschool	11:10-11:35
9:50-10:32	1 st Hour	Kindergarten	11:15-11:40
10:36-11:18	2 nd Hour	1st, 2nd & 3rd Grades	11:18-11:43
11:22-12:04	3 rd Hour/Elementary Lunch	4th & 5th Grade	11:21-11:46
12:04-12:30	Lunch	6th, Seventh, Eighth Grades	12:04-12:30
12:34-1:16	4 th Hour	9th-12th Grade	12:04-12:30

1:20-2:02	5 th Hour	
2:06-2:48	6 th Hour	
2:52-3:38	7 th Hour	

Notification of school closings will be posted using the following: Television Stations: KQ 2, KMBC 9, KCTV 5, and FOX 4. Parents will also be notified via phone, text and email using the School Notification System. Please do not call the administration or radio/TV stations for this information.

When school is dismissed for weather, all after school activities sponsored by the Osborn R-O School will be canceled for grades Pre-K-5.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures S-165-S

Building Hours

Doors will be unlocked at 7:30 a.m. Classes begin at 7:50 a.m. and are dismissed at 3:38 p.m. Students are not to get to school before 7:30 a.m. unless you are involved in a supervised activity. If you arrive before 7:30 am, report to the cafeteria until a supervising teacher is in the gym. Students are not to loiter on school property before or after school. Upon dismissal from school, students should have transportation arranged to avoid “hanging-out” at school unless they are supervised by a sponsor.

Morning Building Procedures

There will only be 2 doors open in the morning. The west elementary door will be open where the buses unload in the morning, and the main office door. All other doors will be locked before school. Please find one of these 2 doors to enter through. There will be a hall monitor in each end of the building. Students will report to breakfast or the new gym for elementary students and old gym for the high school students. The first bell will ring at 7:45 and students will be dismissed to classrooms and lockers.

Student Drop Off and Pick Up

Before School - Students should be dropped off on the southwest side of the building and should enter through the west doors or the main door. Students should report to the gym or lunchroom at that time.

After School - Bus riders and car riders will be released from the classrooms first. Walkers and bike riders will be released after the bus has exited the parking lot. They will be required to exit elementary doors. Any changes to your child's normal after school routine should be made **prior to 2:00 pm**. We appreciate a written note given prior to the day of the change if possible. Notification is required for changes in bus routines.

Class Schedules/Bell Schedules

Grades 7-12 Bell Schedule

Students must stay in the designated gym, unless eating breakfast, until the 7:45 am bell.

7:30-7:50	Breakfast
7:50-8:47	1st Hour
8:51-9:48	2nd Hour
9:52-10:49	3rd Hour
10:53-11:50	4th Hour
11:50-12:15	Lunch
12:19-1:16	5th Hour
1:20-2:17	6th Hour
2:21-3:18	7th Hour
3:22-3:38	WILDCAT TIME
3:38	School Dismissed

Deliveries

Any deliveries for students, including flowers or balloons, will be held in the office for students to pick up at the end of the day. No food delivery services will be allowed.

Parties/Celebrations

Parents will be allowed to sign up to help with classroom holiday parties during Back-To-School Night. Teachers will provide a list of students along with any known allergies upon request.

Field Trip

Field trips are an extension of school. All students must ride school-approved transportation to the activity or site unless prior permission has been given by the principal per guardian request. Legal guardians may sign their own child out at the end of a field trip. ONLY legal guardians of a child have the authorization to sign their child

out. Parents may NOT sign out other students unless cleared with the school principal prior to the trip. All school rules apply on field trips.

Parents are encouraged to attend field trips to assist with student supervision. Field trips are a reward for students and a special day for them to share with their classmates, teachers, and parents. Siblings are not permitted on field trips.

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

Students who have demonstrated irresponsible behavior prior to a field trip may be provided alternate activities in lieu of participation. Adults who assist with field trips are expected to be appropriate role models, dress appropriately, and to refrain from tobacco products, alcohol, and profanity.

Senior Trip

Senior Trips are limited to the United States. To be eligible for the senior trip, students must meet the following criteria.

1. Seniors must be enrolled as full-time students - this includes the Flex Program.
2. Students who are not eligible for graduation cannot participate in the senior trip.
3. Seniors must participate in all fundraising activities and community service projects.
4. All debts must be paid before seniors can attend the senior trip.
5. All required paperwork must be completed, notarized, and turned in by the assigned deadlines. (This includes permission slips and waivers)
6. Students must acquire all required information and items before the trip. This may include a driver's license, two photo identification cards, a passport, etc.
7. Seniors must have fewer than 10 absences for the school year. (This is all absences, including those that are excused, unexcused, or verified. The attendance committee will take into consideration all absences and make a decision on whether any days can be forgiven.)
8. Seniors must have fewer than 10 tardies for the school year. (This includes being late to school or tardy to class.)
9. Any office referrals or discipline matters could result in forfeiture of the senior trip.

Violation of school policies while on the senior trip could result in the forfeiture of your student's ability to participate in graduation ceremonies, and parents may be required to come to pick you up at the destination at your own expense.

Recess and Physical Education Participation

All students are expected to participate unless a physician's statement of exemption is on file. Students who have an exemption and do not participate in P.E. will also be restricted at recess. A doctor's note will be required for restrictions for more than 3 days of non-participation of recess and physical activity.

Inside or Outside Recess Determining Factors

- Rain or heavy mist/sleet/snow – INSIDE
- 32 degrees or less – INSIDE
- Windchill of 20 degrees or below-INSIDE
- 90 degrees or above is the danger zone - OUTSIDE. Be cautious and stay hydrated.

Checking the weather on the computer will help with making a decision. www.weather.com is a resource with temperature by zip code. Use the "feels like" temperature which includes the wind-chill or heat index to determine the possibility of recess.

Children should be clothed appropriately and have access to fluids during extreme weather. Closely observe children for becoming overheated or too cold. If for some reason a student is not prepared with the proper attire, they will be allowed to sit in another teacher's classroom and play on a technology device, read a book, play in the gymnasium, or if teachers are sharing recess time, one teacher can stay in the building with the student/students while the other teachers watch their classes.

Lockers and Backpacks

Lockers will be available for storage of school materials, supplies, and necessary clothing only. If locks are placed on a locker, then a spare key or combination must be given to the principal in case of an emergency. **STUDENTS SHOULD NOT BRING PERSONAL PROPERTY TO SCHOOL.**

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

Backpacks will be allowed in the classrooms at the discretion of the teacher. Backpacks should be used for classroom materials and educational supplies. Students should NOT be continually in and out of their backpacks as it is a disruption to the classroom, teacher, and other students. Students who do not adhere to teacher requests are subject to disciplinary action. There are hooks provided at each set of lockers to hang coats, backpacks, purses, etc. Please keep the locker area clean and picked up. In addition, students must refrain from using the old and new gymnasiums as personal lockers or storage areas. If backpacks become an issue they will not be allowed in the classroom at all.

Lost and Found

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

Personal Property, Toys, Money, Etc.

The school does not assume responsibility for personal property, personal technology devices, or money brought to and/or left at school. This applies to, but not limited to, phones, electronic games, toys, collectables, etc. Please do not send these things with your children, unless you discuss it with the principal or the classroom teacher and are used for a classroom purpose such as Show and Tell, a class project, or field trip.

Live Animals

Animals of any kind should not be brought to school without first obtaining the permission of the principal. This includes *ALL ANIMALS*. Although the risk of rabies is minimal in domestic warm-blooded animals, any risk is too great. Should an animal bite or scratch someone at school it will be necessary to impound the animal unless it can be certified as rabies or bacteria free. The principal or superintendent only has the authority to permit animals to be brought to school.

Supply Lists

The school furnishes textbooks and workbooks. Damage beyond normal wear and tear or theft is the responsibility of the parent. Each classroom/course will have a specific supply list. Please check with your child's teacher before you buy anything other than items on the supply list.

Textbooks

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

Library Rules

1. Replacement fees and fines for lost books or magazines must be paid each quarter or the a student's grade card will be held until the matter is resolved. People who have overdue books will be listed on an overdue sheet every mid-term and quarter.
2. Anything taken from the library, for any use, must be checked out.
3. The librarian will check out the materials. Books can be checked out for two (2) weeks and magazines overnight or different arrangements can be made with the librarian. Reference books must remain in the library.

Library Media Services

The Media Center is open each school day from 7:45 a.m. to 3:45 p.m. Students are not allowed in the library without the presence of the librarian. The Media Center contains a wide variety of excellent references and recreational reading materials. Students must use their planners/agenda books as a pass to the library and use their ID cards to check-out materials.

Student Circulation Procedures

Books may be checked out for a period of two weeks. At that time, the books need to be turned in or renewed. The material can be renewed for another two weeks only. Magazines and reference materials may be checked out overnight only. No new materials may be checked out until the overdue book is turned in or renewed. If a book/material is damaged but can be fixed, no fine is charged. However, if the book/material is lost or damaged beyond repair, the current replacement cost will be charged. No new materials may be checked out until the replacement cost of a lost or damaged book is paid.

The maximum number of books to be checked out to any student at any time is two unless a specific teacher assignment requires additional resources.

District Telephone Use

Students are to request the use of the phone for emergencies only. Students will not be allowed to call home for permissions or to spend the night with friends. Calls deemed as emergencies by the administration will not cost the student.

If it becomes necessary to use the district phone at any time, permission must be obtained from the office or classroom teacher. Students who fail to meet this requirement and/or who use their cell phones without permission will have a cell phone violation. Calling or texting a parent while at school without permission is prohibited. Parents should also refrain from calling or texting students.

Students will not be released from class to accept or make phone calls unless it is an emergency. Parents should call the school office to leave a message for their student to

be delivered between classes. Classes will not be interrupted for delivery of general telephone messages. After-school arrangements should be made at home before students leave for school.

Student Parking

Student Vehicles

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

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

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

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

Assembly for Protests

While students do have the right to freedom of speech, the Osborn R-O School District prohibits protesting on school grounds that materially or substantially disrupts the educational environment. If a student leaves the school building without permission, they will be considered truant and parents and law enforcement will be contacted.

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the Building Principal.

All District policies can be located at: <https://egs.edcounsel.law/osborn-R-O-school-district-policies>

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should

contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
2. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
3. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

Disaster Information

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

Tornado = continuous ringing

Fire = intermittent ringing or alarm siren

Earthquake = public address announcement

Intruder = lockdown announcement

Bomb = public address announcement

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

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

OSBORN R-0 SCHOOL DISTRICT

ACTIVITIES HANDBOOK

2026-2027



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

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

WildCard Athletics

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

Ballgame Admission Prices/Athletic Pass

Adults - \$5.00

Students - \$3.00

Senior citizens - Free

Preschool - Free

Adult season pass - \$75.00

Family season pass - \$125.00 (admits both spouses and children)

Student season pass - \$30.00

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

Fundraisers

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

Other Fundraising

Grades 7 - 10 may conduct one all-school fund-raising event other than carnival. Fundraisers need to be approved in advance by the principal and recorded on the school calendar to avoid overlapping activities.

Grades 11 - 12 may have a joint fundraiser and/or two fundraising activities per class. Either class may sponsor the Homecoming dinner or it will be given to another class or organization. Fundraisers need to

be approved in advance by the principal and recorded on the school calendar to avoid overlapping activities. Fundraising during the summer is not considered in the two allotted per class.

Carnival

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

Eligibility for Extracurricular Activities

The activities that are affected by eligibility requirements:

Band/Musical Events

Class Officers

FBLA

National Honor Society

Scholar Bowl

Student Council

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

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

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

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

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

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

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

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

Code of Ethics

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

General standards of conduct

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

Drug possession or paraphernalia, use or abuse, including use of alcoholic or cereal malt beverages, tobacco, or the use of other controlled substances, and any criminal charges filed or police arrest. If any offense violates School Board or Student Handbook policy, the student is subject to penalties of the policy. In all cases, Board of Education school policies supersedes any code of ethics policies, (if any of these offenses occur on school property, or at school events, the student could be expelled or suspended from school for up to 180 days.) Any school suspension will be penalized under the progression of the code of ethics and will apply against the following sports season that the student is involved in.

Attendance at Practice

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

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

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

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

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

School Issued Property - Loss of, Improper Care of, and/or Failure to Return

All music participants who will be using a school owned musical instrument will pay a \$50.00 (fifty dollar) instrument/usage fee. All participants who are issued a uniform will pay a \$10.00 (ten dollar) uniform fee. This will be paid before any instrument and/or uniform is issued and WILL NOT be

returned. Participants will sign a checkout sheet and verify the condition of said instrument and/or uniform with the instructor and/or coach/ sponsor at the time of check out. Any misuse and/or violations could result in restitution, restriction from public recognition, and/or suspension from contests.

Unsportsmanlike Conduct/Removal from Activity

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

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

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

Disrespect, insubordination, misconduct and/or assault

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

Vandalism and/or destruction of property

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

Theft/Receipt of Stolen Property

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

Second Offense: parent will be notified plus suspension from all extra-curricular activities for the rest of the year.

Transportation

Transportation to and from all school activities is provided by Osborn R-o School District. All participants are required to ride the bus/van to and from the event/practice unless other arrangements have been approved by the Athletic Director, Principal and Coach/Sponsor. Participants will obey rules of courtesy on the bus, i.e. no loud talking, and seating will be by gender. All trash will be removed when departing the bus. Participant/athlete may ride home from activity with parent/ guardian by receiving permission and signing release form with coach/sponsor.

First Offense: offender will sit with coach/sponsor.

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

Third Offense: offender will not be able to ride the bus, therefore missing all away activities. Offenders will not be allowed to participate at game/activity upon arrival by other means of transportation.

Procedures

Investigation

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

Notification stage

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

Enforcement

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

Lettering Requirements

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

Scholar Bowl Team

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

Jr. High Scholar Bowl Team

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

Varsity Scholar Bowl Team

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

National Honor Society Requirements and Guidelines

The National Honor Society Philip Plummer Chapter requirements for admission are that a student must be of sophomore status, and must have attended Osborn High School for two consecutive semesters.

Students must have a cumulative grade point average (GPA) of 3.67. They must also complete an application to be reviewed by the NHS Faculty Council on the basis of service, leadership, character and scholarship.

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

Wall of Fame

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

WILDCARDS

ATHLETIC & ACTIVITIES HANDBOOK

2025-2026



During the 2019-2020 school year, both the Osborn and Stewartville boards of education voted to form an all sport cooperative agreement with each other. Both schools will be working in conjunction with each other with schedules, transportation, practices, and other miscellaneous items. Our goal in the cooperative agreement is to bring 2 communities together and form one team with the same goals in mind.

The following inter curricular & extra-curricular teams, and organizations are governed by this handbook:

Teams	Organizations
Baseball	
Basketball	FFA
Cheerleading	
Football	
Softball	
Track	

Dear Parents and Students:

The purpose of this handbook is to inform you of items pertinent to our activity program in the Stewartsville and Osborn School Districts. In this handbook you will find information pertaining to physical exams, eligibility, discipline and other information.

There are 10 educational principles which will guide our activity program:

1. Learning to compete within a given set of rules.
2. Learning how to maintain physical well-being.
3. Learning the importance of constructive release of energies.
4. Learning how to handle socially acceptable recognition.
5. Learning how to understand other people's feelings and attitudes.
6. Learning emotional control.
7. Learning the importance of self-discipline.
8. Learning how to persevere toward a goal.
9. Learning to think under pressure.
10. Learning how to be loyal to a situation, cause, school, or nation.

Hopefully, your decision to take part in this portion of our program will be educational, rewarding and challenging. This is the underlying purpose of our program. We feel that the programs we offer are of a high caliber and will help the entire educational process.

If we can answer any of your questions, feel free to contact us:

Brett Jones

Stewartsville Athletic Director

Ph: 816-669-3258

Email: bjones@stewartsville.k12.mo.us

Renee Turpin

Osborn Superintendent

Ph: 816-675-2217

Email: renee.turpin@osbornwildcats.org

Brad Griffin

Osborn K-12 Principal

Ph: 816-675-2217

Email: brad.griffin@osbornwildcats.org

Ashley Price

Osborn Asst. Athletic Director

Ph: 816-675-2217

Email: ashley.price@osbornwildcats.org

CONFERENCE AFFILIATION

Stewartsville C-II and Osborn R-0 are cooperating members of the 275 Conference. As members, we are committed to adhere to the rules and regulations of the conference.

Presently there are 16 member schools in the 275 Conference. They are:

Craig

Buchanan County R-V (DeKalb)

Fairfax

Jefferson C-123 (Conception Junction)

Mound City

Nodaway-Holt

Northeast Nodaway (Ravenwood)

North Nodaway (Hopkins)

Osborn R-0

Rock Port

South Holt

South Nodaway (Barnard)

Stewartsville C-II

Tarkio

Union Star R-II

West Nodaway

Stewartsville and Osborn are also members of the Missouri State High School Activities Association (MSHSAA). We will compete statewide as Class 1A/2A in the various activities offered by the Association.

We will also offer sixth, seventh and eighth grade sports activities which are comparable to those offered in the high school. However, sixth, seventh and eighth grades sports activities do not participate in district level events.

RESPONSIBILITY OF PARTICIPANTS IN ACTIVITIES

As a participant in the activity program at Osborn/Stewartsville, you are in school to secure the best education you are capable of achieving. Deciding to take advantage of the other half of education plays a significant part in your total educational development. However, with this decision also come certain responsibilities if the value of the activities program is to be achieved, namely:

1. Striving to achieve sound citizenship and desirable social traits, increasing emotional control, honesty, cooperation, dependability, respect for others and their abilities.
2. Maintaining academic and eligibility standards as established by the MSHSAA and Osborn/Stewartsville Junior/Senior High Schools.
3. Learning the spirit of hard work and sacrifice.

4. Learning to attain physical fitness through good health habits.
5. Desiring to excel to the limits of one's potential.
6. Showing respect for both authority and property.
7. Be willing to accept the leadership role that is instilled through the activity program.
8. Conduct oneself as a role model for the entire student body. This means that your behavior must be beyond reproach at ALL times.

Keep in mind that you are in the public eye and your personal conduct always must be above reproach. You have an obligation to create a favorable image and gain the respect of your teammates, the student bodies, and the Stewartsville and Osborn communities. It must also be kept in mind that participation in our activity program is a **PRIVILEGE** and not a right. If you fail to uphold these responsibilities, you may not be allowed to continue to represent Osborn/Stewartsville in these areas.

CITIZENSHIP / CODE OF CONDUCT

Any student who represents Stewartsville or Osborn in activities must be a creditable citizen and judged so by the proper school authority. (IN CASE OF ATHLETICS THIS RESPONSIBILITY WILL FALL UPON THE ACTIVITIES DIRECTOR/PRINCIPAL, SUPERINTENDENT, COACH OR SPONSOR). ALL OTHER ACTIVITIES WILL BE JUDGED BY THE SAME GROUP. Those students, whose character or conduct is such as to reflect discredit upon themselves or their school, are not considered "creditable citizens".

ACADEMIC STANDARDS

A student in grades 9-12 must be enrolled in courses that offer at least 3 (6 classes) units of credits. They must also have earned at least 3 units of credit the preceding semester of attendance.

A student, who was academically ineligible the preceding semester but meets the academic standard at the close of that semester, becomes eligible the first day classes are attended in the succeeding semester.

A sixth, seventh or eighth-grade student must be enrolled in the normal course load for that grade or in a special education program. **Any student, who failed more than two scheduled subjects or failed to make standard progress in special education, shall be ineligible the following semester.** This section shall not apply to students promoted from the sixth grade and entering the seventh grade for the first time or eighth graders going to ninth grade.

Grade checks will be conducted each week. If a student has two (D's) or any (F's) the student may be deemed academically ineligible until the next scheduled grade check. Students who become academically ineligible will be assigned to targeted intervention and/or after-school tutoring support until grades are at a satisfactory level.

Inter-curricular activities: for students in inter-curricular activities whose participation in competition and performances impacts grades, each school will determine appropriate next steps when a student does not meet eligibility requirements.

(NOTE: These are a combination of MSHSAA rules and school rules. There are other pertinent regulations regarding Student Eligibility. If you have any questions, contact the Activities Director/Principal.)

ACTIVITY/ATHLETIC DAY TRIPS

All junior high and high school students shall have a permission slip signed by their parent or guardian before attending a field trip or activity. For activities that are continuous or have a "season" such as all athletic events, cheerleading, etc. --- a MSHSAA participation certificate must be signed by the physician, parent and student, must also have an annual pre-participation form on file. For such organizations as academic teams, marching band, FFA, FCCLA, etc., one permission slip, which includes the dates of the activities, will be sufficient.

SPORTSMANSHIP

One of the main objectives of our Activity Program is to teach our young people to react properly under all circumstances. This is SPORTSMANSHIP. It extends not only to our student participants but to our fans as well. In order for our Activity Program to be successful we **MUST** exhibit the highest degree of sportsmanship at **ALL** times.

The moment that one puts on the school uniform, he/she becomes a representative of the student body, the school, and the community. Students will receive the ingredients of good sportsmanship through the teaching, coaching and examples of the coaching staff and sponsors.

We believe that participation is as important as winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, activities directors and coaches) and is directed to the behavior of spectators, coaches and players. An additional component to consider is coaches' ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics.

We, therefore, expect school administrators, coaches, athletes, cheerleaders and spectators to know and embrace the following fundamentals of sportsmanship:

- 1) Respect should be demonstrated for athletic opponents and for their school at all times. Osborn should treat visiting teams and their supporters as guests and accord them the consideration everyone deserves. Visiting schools should respect the property and dignity of their host school and its athletic teams.
- 2) Respect should be demonstrated for the officials at all times. As impartial arbiters who are trained to do their jobs to the best of their ability, officials should be given respect and an attitude of good sportsmanship regardless of the outcome of the contest.
- 3) Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the rules.
- 4) All participants should strive to maintain self - control at all times. The desire to win cannot be accepted as a reason for irrational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
- 5) All participants should learn to recognize and appreciate skill in performance regardless of school affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

There are and will be disappointments in activities, but there will be disappointments in all of life's activities. It's how you react to these disappointments that will measure what values you have learned through participation in activities.

Above all, be humble in defeat and gracious in victory.

PARTICIPATION GUIDELINES

1. Students are free to make their own selection as to activities in which they wish to participate.
2. A student who has gone out for a sport but quits of his own accord, will not be eligible to start practicing for another sport before the end of competition in the sport that was dropped. The head coach of the sport dropped and the head coach of the new sport may waive this rule only under special circumstances.
3. If it is necessary to be absent from practice or scheduled events, the student is expected to obtain permission from the head coach or sponsor prior to the practice or event. If the absence is unforeseen, the student should make every attempt to contact the head coach or sponsor concerning the nature of the absence. The head coach or sponsor will determine whether the absence is EXCUSED or UNEXCUSED. UNEXCUSED ABSENCES can cost a student his or her position on a squad, opportunity to dress out for an event, or even a possible suspension or elimination from

the activity in which he or she is involved. (Please see specific coaches' rules for consequences for violating practice/game attendance)

4. A student shall not be considered eligible for a contest or practice the day they are serving any type of suspension (in-school or out-of-school). If a student is assigned an afternoon detention, the student must fulfill that obligation before practicing or competing in a contest or competition. Under NO circumstances will a student be allowed to reschedule a detention or suspension in order to practice or participate in a contest or competition.

5. A student must be at school by the end of the 3rd hour, in order to be considered eligible to participate in or attend any school function that day or have principal approval to miss. *If a child is absent or is sent home early, they may not attend the evening activities.* Students participating in Saturday events such as basketball games must be in attendance on Friday by the end of the 3rd hour. Exceptions will be made for planned activities, such as appointments, if excused by the principal. *If a student is absent without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of school.*

It is expected that students will be in attendance for the entire day following an event. The first offense will result in a meeting with the administration. Any following offenses may result in disciplinary action with the possibility of suspension or removal from the team.

6. Any show of DISRESPECT for ADMINISTRATORS, TEACHERS, OR OFFICIALS will never be tolerated. This includes, but is not limited to: lying to, swearing at, speaking disrespectfully, etc. The use of such words as Mr., Mrs. or Ms. When addressing these people is expected.

7. Any student receiving a personal foul for flagrant unsportsmanlike conduct or a flagrant technical foul will be removed for the remainder of the game. If the violation results in the student being ejected from a game by the officials, the student is suspended from the team for a period of one week. Any student receiving a second personal foul for a flagrant unsportsmanlike conduct or a second flagrant technical will be suspended from the team for a period of one week. Any student who is ejected from a game for a second time in one season is suspended from that team for the remainder of the season. If a student receives 2 or more technical fouls in the season the player will be subject to repercussions at the discretion of the Athletic director and principal. (Up to removal from the team)

8. Self-Reporting – It is important that all students report any dealings they have with the law, juvenile officials or even speeding or parking tickets. MSHSAA is strict on this matter. We will investigate and take the appropriate action. If a student does not report infractions and we or MSHSAA do find out, and find the student should have been out for a period of time, MSHSAA mandates that the student is out immediately for 365 days.

CITIZENSHIP REQUIREMENTS

2.2.1 Citizenship: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

2.2.2 Law Enforcement:

- a. A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies.
- b. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
- c. Moving traffic offenses shall not affect eligibility unless they involve drugs, alcohol, or injuries to others.

2.2.3 Local School:

- a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
- b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
- c. A student shall not be considered eligible while serving an out-of-school suspension.
- d. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
- e. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
- f. Each school shall diligently and completely investigate any issue that could affect student eligibility.
- g. Repeated violations of any school rules may result in the student being declared ineligible.
- h. In any instance not specifically covered by the rule of eligibility, the principal may rule the student ineligible.
- i. Teachers in charge of activities may deny the student the privilege of participating if training or practice rules prescribed by the teacher are violated.

UNDUE INFLUENCE:

To maintain a proper relationship between the academic purposes of schools and their interscholastic activities programs, all members of the Missouri State High School Activities Association must refrain from recruitment, inducement or other forms of persuasion and undue influence which would encourage a student to enroll in a school or a resident participant student to move to the attendance area of a member school primarily for interscholastic activities purposes.

PHYSICAL EXAM/INSURANCE/PERMISSION TO PARTICIPATE/HANDBOOK AGREEMENT

Every athlete is required to have a MSHSAA Pre-Participation Physical Evaluation stating that he or she is physically able to participate in athletic contests and a signed MSHSAA Pre-participation Annual Requirements form on file with an emergency phone number, and a signed handbook agreement in order to practice or compete. Athletes will not be allowed to practice or compete until these documents are on file.

DRESS AND HAIR

Because the participant does represent the school and the student body when participating in interscholastic activities, a statement needs to be made regarding appearance of the student-athlete. In general, hair should be groomed in a tasteful manner, with the safety of the student-athlete, his or her teammates, and opponents kept in mind.

Students participating in activities will not be permitted to wear clothing to school or school functions which contain reference to TOBACCO, ALCOHOL, OR DRUGS. The FIRST OFFENSE will result in a ONE EVENT SUSPENSION. The SECOND OFFENSE will result in TEAM DISMISSAL.

Athletes traveling for interscholastic competition are expected to dress in a manner that reflects good taste and which is appropriate for the circumstances.

LETTERING AND AWARDS

It is believed that the athletic letter at Stewartville and Osborn High Schools is a badge of honor bestowed on an individual student for participation at the varsity level in a sport. It stands as a testament that this student has reached high standards and is held in high regard among the students and faculty at Stewartville and Osborn. The acceptance and wearing of the school letter indicates special responsibilities for the student in the areas of citizenship, morality, and social standards.

Lettering Requirements

To be eligible for a letter, an athlete must complete the season in good standing and be properly released from the sport by the coach. An athlete who quits the team once they have met the other requirements will forfeit any claims to a provisional letter. At the end of a season, the activities director and coach will designate a day as a uniform/equipment check-in day. On this day, athletes are asked to turn in their complete uniform and equipment that were issued to them. If the athlete does not turn in **ALL** of their equipment/uniform, the athlete will be deducted 20% from their (quarter, inning, points) total. **(unless having obtained prior approval from the coach and athletic director)** The athlete will continue to lose 20% more each additional week that their items are not turned in.

Provisional Lettering Requirements

To be eligible for a provisional letter, an athlete must complete the season in good standing and be properly released from the sport by the coach. An athlete who quits the team once they have met the other requirements will forfeit any claims to a varsity or provisional letter. At the end of a season, the athletic director and coach will designate a day as a uniform/equipment check-in day. On this day, athletes are asked to turn in their complete uniform and equipment that were issued to them. If the athlete does not turn in **ALL** of their equipment/uniform, the athlete will not be eligible for a provisional letter. **(unless having obtained prior approval from the coach and athletic director)**

The activity letter at Stewartsville and Osborn High School is a Badge of Honor bestowed on an individual student for outstanding service to the school in an activity. It stands as a testament that this student has reached high standards and is held in high regard among the students and faculty at both schools. The acceptance and wearing of the school letter indicates special responsibilities for the student in the areas of citizenship, morality, and social standards.

The letters themselves are the property of the school. Nothing other than appropriate symbols may be worn on the letter. If a letter winner defaces the letter by placing stickers, etc., on the letter, it may be revoked.

In addition, if a student fails to uphold the standards established, either in citizenship, academics, or morals, the letter may be revoked.

To be eligible for a letter, an athlete must complete the season in good standing and be properly released from the activity by the coach or sponsor. Also, at no time during the season has been ineligible due to academics.

When awarding the first varsity letter the athlete will receive a school letter, an emblem for the sport and a bar. A bar will be given for each additional year that the athlete letters. Captains will be awarded gold stars to wear on their letter.

Provisional letter certificates may be awarded at the discretion of the coach for athletes who have rendered exceptional service, but who did not qualify for a varsity letter. If athletes earn a letter in their sport at a later date, the number of years lettered includes the provisional year.

Managers are to be considered under the same provisions as athletes. They will receive a certificate and a "managers" pin.

Qualifications (innings, quarters, points earned) to letter will be determined by the coach/sponsor of the various activities.

Athletes who receive a Varsity letter in each of the offered sports will be honored with the "three sport award" for this accomplishment.

An awards ceremony will be held at the end of each season. Ex. JH and HS softball will have an awards ceremony following the completion of the HS softball season. JH and HS football will have an awards ceremony concluding the HS football season.

TRANSPORTATION

Transportation to and from all school activities/practices is provided by Osborn R-0 School and the Stewartsville C-2 School District. All participants are required to ride the bus to and from the event/practice unless other arrangements have been approved by the Athletic Director, or other school personnel from the student's home school. Participants will obey rules of courtesy on the bus/van, i.e. no loud talking, and seating will be by gender. All trash will be removed when departing the bus.

EQUIPMENT

Each student is responsible for any and all equipment issued to them. A student will be expected to pay for any equipment lost or stolen from them. School equipment is in high demand and each student must take the highest degree of care in transporting and storing their equipment.

To ensure the security of your equipment the following steps should be followed:

1. Do not loan or exchange any of the equipment issued to you.
2. Keep your locker LOCKED AT ALL TIMES when not in visual contact with the locker.
3. Report any lost equipment to the HEAD COACH/SPONSOR.
4. All equipment should be worn at school and never outside of school unless permitted by the HEAD COACH/SPONSOR.
5. Any equipment or uniform you may see out of school which does not belong to the individual or individuals should be reported to the coach or the athletic director. By doing this, you are not only helping the athletic department, but also, the individual who must pay for the stolen items.

As part of the lettering policy for all activities as part of the OSHS cooperative, ALL EQUIPMENT MUST BE TURNED IN CLEAN AND CARED FOR OR PAID FOR IF LOST OR STOLEN BEFORE ANY AWARDS CAN BE RECEIVED.

PRACTICES

No practices or team meetings will be held on SUNDAYS, OR SNOW DAYS, except by permission of the administration and/or athletic director.

If it is necessary to be absent from a practice session, the athlete should obtain permission from the HEAD COACH/SPONSOR PRIOR to the scheduled practice.

Coaches will make every effort to end practice sessions on time. In return for this effort, we would appreciate students having rides available immediately following practice and/or competitions.

NOTE: In addition to the rules of this athletic handbook each sport and MSHSAA have additional specific guidelines for that program that must be adhered to by the Athlete.

DRUG USE/POSSESSION

In order to be successful in athletics student athletes must be in top physical and mental condition at all times during the season. The possession or use of any intoxicant will lead to disciplinary action by the school and possible dismissal from the team. Below you will find guidelines that will be followed for use of any aforementioned substance.

Substance	First Offense	Second Offense	Third Offense
<u>Tobacco</u> (cigarettes, e-cigarettes, chewing tobacco, snuff, etc.)	Suspension of 10% of season competition.	Suspension of 50% of season competition.	Suspension of 180 calendar days from competition.
<u>Alcohol</u>	Suspension of 25% of season competition.	Suspension of 180 calendar days from competition.	Suspension of 365 calendar days from competition.
<u>Drugs</u> (marijuana, illegal prescription drugs, steroids, etc.)	Suspension of 50% of season competition.	Suspension of 365 calendar days from competition.	Suspension from competition for the remainder of their school career.

*Round up **Admin has discretion decision making

- Suspensions will carry over from one sport to the next and from one year to the next.
- School suspensions will be served concurrently with any legal sanctions.
- Days of competition suspension will only be served when an athlete is “in-season” for MSHSAA sanctioned activities even if the offense occurs out of season.
- Offenses carry on for the duration of a student’s athletic careers and do not “reset” every year.

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Participation and Consent Form Eligibility for all students in grades 7th-12th who represent the District in extracurricular and co-curricular activities and/or performances; attend dances; and/or park on campus*
- *Wildcard Athletics & Activities Handbook Acknowledgement*

*Student Technology Usage Agreement**Students (for 3rd grade and above)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Wildcard Athletics & Activities Handbook Acknowledgement Form

WILDCARD

ATHLETICS & ACTIVITIES HANDBOOK

2026-2027

This document is to serve as a verification that all students and parents have reviewed the current year Athletics and Activities Handbook. A complete copy of the handbook can be downloaded from the district webpage. All students and their parents must sign and return this form to the school district's Athletics/Activities Director before becoming eligible for any school-sponsored athletics or activities.

You, as a student, represent yourself, your family, your school, your team, and your community. Make smart and responsible decisions. Do not put yourself in a position to reflect poorly on the name of the Osborn and Stewartsville School Districts.

X _____

Athlete/Participant Name
(Print)

X _____

Athlete/Participant Signature

X _____

Parent/Guardian (Print)

X _____

Parent/Guardian Signature

Date _____

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

OSBORN

Renee Turpin-Superintendent

Brad Griffin-Principal

Ashley Price-Athletic Director

Sarah Lambert-Counselor

School Phone: 816-675-2217

School Address:

Osborn R-o School

275 Clinton Ave.

Osborn, MO. 64474

STEWARTSVILLE

Brett Jones-Superintendent/Athletic Director

Elissa Garr-Principal

Jessica Lindsay-Assistant Principal

Sarah Guyer-Counselor

School Phone: 816-669-3792

School Address:

Stewartsville C2 School District

902 Buchanan Street

Stewartsville, MO 64490