

Otterville R-VI School District



Student/Parent Handbook

Adopted by the Board of Education: August 18, 2026

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Mission C-110-S

The mission of the Otterville R-VI School District is: to prepare individual students for responsible citizenship in our ever-changing global society by promoting full academic, personal, physical, and career development enabling each learner to gain skills which can be used in assisting society toward solving future problems.

SCHOOL SPIRIT

The official school name for our athletic team is the Eagles. Our official colors are purple and gold. Many organized activities are planned before, during, and after the regular school day. We encourage each student to take part in some activity. We extend a special invitation to new students to participate in school activities. Go Eagles!!!

School Board Members G-100-S

CODAY, RYAN	PRESIDENT
BLANKENSHIP, MARK	VICE PRESIDENT
FRIEDLY, ERIC	
HELMIG, JESSICA	
EWERS, DANIEL	
NAU, CRAIG	
NOLTING, JACOB	

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

DISTRICT WEBSITE

Information about Otterville School can be found at the school website: www.ottervilleschools.org

STAFF

BESTGEN, ANDREW	TECH DIR
BLANKENSHIP, SUSIE	KITCHEN
DAVIS, KAYLA	CUSTODIAN
GASKELL, GINA	PAT
HELMIG, CARLA	CUSTODIAN
JEFFRIES, JESSICA	KITCHEN
PARKS, FAITHLYNN	PARA
PEOPLES, PRISCILLA	TITLE PARA
RUGEN, JACKIE	CUSTODIAN
SCHOEN, BREE	PRESCHOOL
SCHOEN, CARRIE	BUS DRIVER
SCHOEN, TRACI	SECRETARY
SLOCUM, RUSSELL	SUB BUS DRIVER
THIERFELDER, CHRISTIE	HEALTH AIDE/BUS
THOMPSON, KATHY	KITCHEN
THOMPSON, KAYLA	PREK PARA
WALJE, MARGARET	SECRETARY
WITTMAN, TERRY	BUS DRIVER
WITTMAN, KATE	

TEACHERS

BIRDWELL, CINDY	BUSINESS
BUESCHER, MARSHA	SPECIAL ED

CORPENING, HANAH	2 ND
DAVIS, MICHELLE	LIBRARY
FREEMAN, ELI	6 th
GASKELL, APRIL	5 TH
GEAR, JAMES	ELA
HARRINGTON, CARA	4 TH
HANDLEY, DONETA	
HUDSON, KENDRA	AG
KOMRSKA, FAITH	3 RD
LANGFORD, LEAH	HS MATH
MORRISON, MARIA	FACS
NAU, DESIRAE	SCIENCE
PARKER, TAMARA	1 ST
PHILLIPS, GRACE	K
PHILLIPS, MICHELLE	PE
REYNOLDS, KAY	ART
SCHOEN, MARIA	COUNSELOR
SHIRKY, JORDYN	TITLE
STEPHENS, BRAD	SOCIAL STUDIES
ULMER, ELIZABETH	SPECIAL ED/Dir
WESTPHAL, MELISSA	MUSIC

TeacherEase – PARENT ACCESS

We will be utilizing a grade book system and student information system called CommonGoal. The grade book portion of the system is called TeacherEase. All parents have access to the TeacherEase parent portal on an Internet connected computer. The parent portal allows parents to stay current with their student's assignments, see teacher comments and up to date grades for all classes. Simply type <http://www.teacherease.com/> into any address bar and TeacherEase will prompt you for your login and password. In order to login, parents will need to enter an email address. If you don't have an email account, you can generate a free account from gmail.com, Hotmail.com or other such sites. Once connected you are able to see a list of all current classes and grades. Parents are encouraged to check student's grades on a regular basis. Meal account information can also be found on the parent portal of TeacherEase. Please contact the principal's office if you need assistance accessing student's grade information.

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

Academic Calendar I-100-S

The calendar is available on the District's website: <https://www.ottervilleschools.org/>

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. Students who wish to participate in school-sponsored activities must attend school for at least four (4) periods of the school day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The student must be at school for at least four (4) class periods on Friday to participate in weekend activities.

The Department of Elementary and Secondary Education (DESE) has implemented statewide requirements for all student attendance. DESE requires that 90% of the students in Otterville School have a 90% or higher attendance rate. Any student below 90% attendance will negatively impact the District's performance rating. The following is Otterville's attendance policy.

A student enrolled full-time may only miss six (6) days of school per semester. If extraordinary circumstances arise, they will be handled on a case-by-case basis.

1. All absences count toward the student's six (6) absences per semester unless it is an allowable absence. This includes doctor's visits and other required appointments. (See definition of allowable absences)
2. For students in grades 7-12, an absence will be classified as a class period where the student is not present.

3. Students must be in attendance at least four class periods in the school day in order to participate in or attend any extracurricular activities that same day, with the exception of attendance at funerals. This includes, but may not be limited to, playing sports, singing at a music program, or practicing for any school activity. Under special circumstances, administrative approval for attendance may be acquired in advance.
5. A student missing more than 20 minutes of a class period will be counted absent for that period.
6. Students are allowed to make up all work missed during an absence unless the absence is a result of an out-of-school suspension. It is the student's responsibility to obtain and complete missed assignments. Please refer to the "make-up work" section in this handbook.
7. When a student is absent, it is the responsibility of the parent/guardian to notify the school Office. Parents should call (660-366-4621) or e-mail (mwalje@ottervillervi.k12.mo.us) to notify the school of the student's absence by 8:30 a.m. A call will be made to check child safety if the school hasn't heard from a parent by 8:30 a.m.
9. It is the responsibility of the parent, not the school, to maintain records and documentation of doctor visits and other required appointments to be produced upon request.

Allowable absence

An allowable absence does not count towards the student's six (6) absences per semester.

1. Field trips or any activity sponsored by the school are not considered absences from school. Students are responsible for completing a field trip assignment sheet informing teachers of their absences prior to the trip. Students will complete the work indicated on the assignment sheet as indicated by the instructor and completed field trip assignment sheet is to be given to the trip sponsor prior to leaving on the trip.
2. College campus visits, military visits, or job shadowing approved by the counselor and/or principal will not count as absences. Juniors may have two campus visits; seniors may have two campus visits. The appropriate forms must be completed and arrangements must be made in advance through the Counselor's office. If arrangements are not made in advance the visits will count towards the student's absences.
3. School activities approved by another teacher, the principal, and/or the counselor will not count as absences. These include, but may not be limited to field trips, group tests, homecoming, athletic events, or music programs.

Attendance Violation Procedures

1. After five (5) absences, direct communication between the parents and administration will be held before the student will be able to turn in missed work for credit.
3. After six (6) absences in a semester, a doctor's note and administrative approval is needed for students to turn in missed work for full credit. If the absence is not approved, the student will be assigned to attend two after-school detentions for each absence beyond 6 absences in order to turn in work for credit.
4. **High school students missing a single class or classes in excess of six (6) days per semester will not be awarded credit for that class or classes unless they attend the detention per the requirements above. Students that must bring materials to work on during this time.**
5. **Failure to abide by this policy could result in referral to the Division of Family Services, Juvenile authorities or the Prosecuting Attorney where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law.**
6. Should a student exceed six (6) absences per semester, he/she may file a written appeal with the attendance committee, requesting a waiver of this policy. The committee may approve the waiver or may refer the case to the Board of Education. It is the responsibility of the parent, not the school, to maintain records of doctor visits and other such documentation to be produced during the appeals process.
7. All hearings, if requested, will take place before credit is removed. No appeal will be considered without the student present at the hearing.

Late Arrival/Tardiness

It is important for students to be on time to school and to class. Tardy penalties are as follows.

- A student is tardy if they are not in the appropriate class at the time the tardy bell rings
- If a student arrives tardy for class, Student will be assigned a Detention for every tardy after the 3rd one per semester. Detention is 3:35-4:35 after school.
- If a student fails to serve their detention, they will be given one opportunity to serve their detention the following school day.
- Failure to serve the second chance detention will result in a full day of ISS.

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. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the

teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Make-Up Work

Make up work will be allowed for absences. However, make-up work will not be allowed for absences due to out-of-school suspension. Students will have the same number of school days they were absent to complete make-up work. If the student was ill for 3 days, their make-up work is due 3 school days later. It is the responsibility of the student, not the teacher, to initiate make-up work. Assignments or tests which were announced prior to the student's absence will retain the original due date or will be due the day the student returns. Students who know in advance that they will be absent may be required to complete assigned work before the absence. All make-up work not completed within the allotted time will be recorded as indicated in the late work criteria. Because each class contains valuable learning experiences that may never be regained if missed, students who miss class for any reason other than school activities may lose participation points for that class period.

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. Clothing that does not reach to *mid-thigh*;
7. Holes in pants that are above *mid-thigh* unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;

11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Handkerchiefs;
14. Sunglasses;
15. Face paint;
16. Overly-dramatic make-up;
17. 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);
18. Blankets carried or worn as coats or wraps while in the building;
19. 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.

Food Service Program F-285-S

Otterville R-VI serves breakfast and lunch for all students and staff. Meal prices will be announced at the beginning of the school year. All students will have a food service account. Account notices will be sent out when a student's balance falls below \$10.00 through the district's automatic notification system. Students with a negative balance over \$10.00 may be given the second daily selection until balance is paid in full. No charges may be made for ala carte items. **Students may only get seconds for food or milk if they have money in their food account.** All charges not paid for before the end of the school year will be carried forward into the next school year. Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies. All students will follow instructions of school personnel during cafeteria times. The Otterville R-VI School maintains a closed lunch policy. Students are discouraged from having take-out food brought to school.

Free and Reduced Lunch Application

A free/reduced lunch form will be sent home with students. Parents/Guardians are encouraged to complete this form at the beginning of the year or at any time during the school year if financial situations change and the family may qualify.

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 health aide or the principal 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

All significant accidents and injuries must be reported to the nurse before the student will be released from school.

The school nurse is required to send a student home with a fever over 100 F or for any of the above mentioned illnesses. Students must contact the school nurse for approval to be sent home from school. Students will not call parents to be checked out. The school nurse or school employee must make parental contact for the student to be checked out. If your child is sent home from school ill, it is important for them to be picked up PROMPTLY and to follow policy on not returning to school until symptom-free for 24 hours or until the proper medical treatment has been initiated.

It is very important to keep ill students at home in order to maintain a healthy school. Please use the following chart as a guideline for keeping children home from school and taking them to the doctor if necessary.

Common Cold	If fever is greater than 100 F, or if excessive cough is present
Diarrhea/Vomiting	Until 24 hours after the last occurrence of diarrhea or vomiting.
Pink Eye (Conjunctivitis)	Red/Inflamed eye with drainage or crusted eyelids – Should NOT attend school during the acute state. Antibiotic eye drops from a physician may be required.
“Fifth Disease”	Until lesions are healed or documented under physician’s treatment.
Head Lice	Nits (eggs) and live lice must be removed with proper and effective treatment. When the head lice or nits are identified, the parents will be contacted to pick up the student and provide treatment. Upon returning to school, the student will be re-screened. The district has a “No Nit” policy in force; students must be free from nits and live lice after treatment for head lice before returning to

	class. Some conditions may require a doctor's release before returning to school.
Ringworm	Exclusion is not necessary, however medical treatment must be initiated (typically antifungal cream).
Scabies	Need doctor's note stating student is under medical treatment.
Strep Throat/Scarlet Fever	Must be on antibiotics for 24 hours.
ALL RASHES	Must be excluded until seen by a physician and may return to school with a note from the physician stating diagnosis stating they are not contagious.
Fever or Influenza-like Illnesses	Any fever of 100 F must remain at home until 24 hours fever-free without fever reducer. For Influenza-like illnesses, it is recommended to make sure the child feels like resuming daily activities before returning to school even without a fever.

Health Screenings

Health screenings will be conducted periodically by the health aide or other designated district personnel. Scheduled screenings will be conducted for hearing, dental, vision, and scoliosis, although additional screenings may occur with staff or parent referral. Students will also be screened for contagious conditions such as head lice, scabies, etc., when referred by staff or parents.

Health Office

If you have any questions, please contact the health aide.

Wellness Plan F-290-S

DISTRICT WELLNESS PLAN

Otterville R-VI School District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year. The District's wellness plan outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and

procedures to encourage and ensure student wellness. The policy applies to all students and staff in the District. Specific measurable goals and outcomes are identified within each section of the plan. The District's wellness plan also develops and maintains a plan for implementation to manage and coordinate the execution of this wellness policy. At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and publicize the results on the District's website. Complete information regarding the District's wellness policy can be found on the District's website at Ottervilleschools.org. Questions or concerns about the District's wellness plan should be directed to Christie Thierfelder, School Health Aide at cthierfelder@ottervillervi.k12.mo.us.

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 and must be accompanied by the following information:

Non-Prescription Medication - A written note from the parent/guardian with the student's name, reason for the medication, the last time that the medication was given, 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. No school personnel can supply any medication, including over the counter medicine such as Tylenol.

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, the last time that the medication was given, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

The Otterville R-VI School will NOT administer the first dose of any medication.

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 health aide 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.

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-1SSL-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 within 10 school days of when the student was provided with the Student Parent Handbook

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. Please contact the school for this form.

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 on the District's website.

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, English learners, or in foster care is:

Name: Maria Schoen

Phone #: (660) 366-4391

Email Address: mschoen@ottervillervi.k12.mo.us

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.

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

Name of Coordinator: Maria Schoen

Address of Office: 101 W Georgetown St., Otterville, MO 65348

Phone #: (660) 366-4391

Email: mschoen@ottervillervi.k12.mo.us

Visitor Procedures C-155-S

Due to large class sizes and safety concerns for all involved, student guests will not be allowed to visit the school during regular school hours. Individual classroom curriculums that require visitors, speakers, etc., will be honored with office approval. **All guests/visitors to the school must sign in at the principal's office and obtain a visitors pass or be escorted by school personnel.**

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance.

Transportation Services F-260-S

BUS DISCIPLINE PLAN

The first time a student has a behavior problem on the bus, the driver will write up a warning to the student and send the warning home with the student. Administration will make contact with the student and parent.

The second time a student has a behavior problem on the bus, the driver will write a discipline report and take it and the student to the principal. After contacting the parents and conferencing with the student, the student may be suspended from the bus for a period of 2 days.

The third time a student has a behavior problem on the bus, the driver will write a discipline report and take the report and the student to the principal. After contact with the parent and a conference with the principal, the student may be suspended from the bus for 5 days.

The fourth time a student has a behavior problem on the bus; the driver will write a discipline report and take it and the student to the principal. At this time, the parents will be notified, and the student will be suspended for 10 days from the bus. Should there be a continuous problem with a student; the student is off the bus until the student, parent/guardian, and bus driver have a conference with the superintendent. When a student has been suspended from the bus for more than 10 days, the student will be afforded due process as guaranteed by constitutional provisions. The process will

be in accordance with the state law and with the provisions outlined in the Board of Education's Policies and Regulations.

During the suspension of bus privileges, it will be the parents'/guardian's responsibility to provide the student's transportation to and from school.

Severity Clause: Behavior that is excessively inappropriate or dangerous to others will result in an automatic suspension from bus privileges for an undetermined amount of time, at the discretion of the principal or the superintendent.

Student Discipline S-170-S

Student Conduct Expectations

So that Otterville R-VI Schools can maintain the best learning environment possible, the administration and faculty have expectations of the students.

These expectations are:

1. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.
2. Arrival at school and class on time.
3. Daily school and class attendance.
4. Appropriate use and care of the buildings and facilities of the school.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Adherence to acceptable standards of courtesy, decency, and morality and compliance with the provisions of civil law.
7. Follow bus rules.

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. After school detentions will be Wednesdays and Thursdays only. The detention time will be 3:35 - 4:35.

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.

Academic Reassignment is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension for a reasonable and specified period of time.

Rules for Academic Reassignment

Student's assigned Academic Reassignment (AR/ISS) will report to the building principal and follow the rules listed below. Failure to do so will result in additional day(s) OR may result in Out-of-School Suspension (OSS).

1. The student must report to academic reassignment immediately upon arrival at the school campus. The student may not loiter anywhere in the vicinity of the school.
2. The student will be allowed to eat breakfast after the remaining student body reports to class.
3. The student will have materials, paper, pencil, pen and books only. No radios, tape recorders of any type or audio/video device will be allowed in the academic reassignment room.
4. Talking to anyone other than teachers or administrators is prohibited.
5. Moving around the room without permission is prohibited.
6. The student will face his/her desk and will not sleep.
6. The student will be allowed one bathroom break in the morning and one in the afternoon, but not when classes are changing.
7. Absolutely no eating, except lunch, while on academic reassignment will be allowed. No candy or gum will be allowed. The student may bring or be served lunch.
8. The student will work on his/her assigned work.
9. The student's work area must be clean and free of marks before he/she leaves. The student should report marks immediately.
10. The student is to complete academic work as assigned; the student will receive a grade for his/her academic work when on academic reassignment.
11. The student serving academic reassignment will not be allowed to participate in extracurricular activities.
12. Students will be required to turn their cell phone to administration (or designee) while in AR (phone will be returned at the end of the to the student).

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.

Students will not be allowed to make up work missed during their suspension. They will be allowed to make up tests and long-term projects. Junior and Senior High Students will not be allowed to participate in any type of activity for a length

of time. The chart below will be used to determine that length of time. The chart refers to calendar days.

- 1 day of OSS 5 days of no participation
- 2 days of OSS 10 days of no participation
- 3 days of OSS 15 days of no participation

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.

Elementary Note: Two referrals in one day will result in at least AR Three referrals in one day will result in at least OSS

- a. Warning: A warning will be assigned for the first unexcused tardy and/or late arrival to school.
- b. Make up time/detention: Could be assigned as make-up time for individual teachers as classroom policies may specify, or for missed days and class periods.

Prohibited Conduct	Definition	Elementary Consequences	High School Consequences
		MD: Modified Day Restorative Action: Appropriate restorative conversation, reflection, restitution, or repair of harm. * = Referral to Juvenile Officer	MD: Modified Day Restorative Action: Appropriate restorative conversation, reflection, restitution, or repair of harm. * = Referral to Juvenile Officer
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	1st: Conference/reteach expectations and redo or loss of credit as appropriate 2nd: Parent contact + 1/2 day time-out 3rd: 1 day ISS 4th: 2 days ISS 5th: 3 days ISS/parent conference	1st: Zero/reteach expectations and opportunity to redo as determined by teacher 2nd: Detention + parent contact 3rd: 1 day ISS 4th: 2 days ISS 5th: 3 days ISS 6th: Administrative referral

	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.	1st: 5 days OSS* 2nd: 10 days OSS* 3rd: Superintendent Referral*	1st: 10 days OSS* 2nd: Expulsion/long-term suspension referral 3rd: Expulsion/long-term suspension referral
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.	First Degree: Immediate administrative referral; 3–10 days OSS* or greater consequence based on severity Second Degree: Immediate Superintendent Referral*	First Degree: 3–10 days OSS* or greater consequence based on severity Second Degree: Superintendent Referral/Expulsion consideration*
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with	1st: 1 day ISS 2nd: 2 days ISS 3rd: 3 days ISS 4th: 1–3 days OSS* depending on severity	1st: 1 day ISS 2nd: 2 days ISS 3rd: 3 days OSS 4th: 5 days OSS*

	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.		
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 parking or driving on District property.	Not generally applicable; if applicable: warning/conference → loss of privilege → administrative consequence	1st: Warning 2nd: 2 detentions 3rd: 1 day ISS/MD 4th: 1 day OSS 5th: Loss of parking permit
Boisterous Conduct	Loud and/or Rowdy behavior/conduct (Horseplay)	1st: Warning 2nd: ½ day time-out 3rd: 1 day time-out/detention 4th: 1 day ISS	1st: Warning 2nd: 1 detention 3rd: 2 detentions 4th: 1 day ISS
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	1st: Investigation + conference/parent notification 2nd: ½ day time-out + restorative action 3rd: 1 day ISS/MD	1st: 1 day ISS/MD + parent conference 2nd: 3 days OSS* 3rd: 5 days OSS* 4th: 7 days OSS*

	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 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.	4th: 2 days ISS/MD 5th: 3–5 days OSS* depending on severity	5th: 10 days OSS*
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation	1st: Conference + parent notification + assigned seat	1st: Conference + parent notification

	provided by or through the District.	2nd: Bus referral + loss of privilege as appropriate 3rd: 1–3 day bus suspension 4th: 5–10 day bus suspension Serious/repeated offenses: Loss of transportation privileges	2nd: 1–3 day bus suspension 3rd: 3–5 day bus suspension 4th: 5–10 day bus suspension 5th: Loss of transportation privileges
Classroom Violation	Student sent to office by teacher after classroom discipline has not solved the issue.	1st: Warning/teacher intervention 2nd: Parent contact + 1/2 day time-out 3rd: 1 day ISS 4th: 2 days ISS 5th: 3 days ISS/parent conference	1st: Teacher intervention/warning 2nd: 1 detention 3rd: 1 day ISS/MD 4th: 2 days ISS/MD 5th: 3 days ISS 6th: OSS/administrative referral
Dishonesty	Any act of lying, whether verbal or written, including forgery.	Lying: 1st warning/conference; 2nd 1/2 day time-out; 3rd 1 day ISS; 4th 2 days ISS Forgery:	Lying: 1st warning; 2nd detention; 3rd 1 day ISS; 4th 2 days ISS;

		1st conference; 2nd 1/2 day time-out; 3rd 1 day ISS; 4th 2 days ISS; 5th 1 day OSS	5th 3 days ISS Forgery: 1st detention; 2nd 2 detentions; 3rd 1 day ISS; 4th 2 days ISS; 5th 1 day OSS
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or 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. Defiance of Administration: Refusing to follow a direct order given by an administrator when the Administrator has notified the student that refusing to follow those directions will result in at least 3 days OSS.	1st: Warning/conference 2nd: Parent contact + 1/2 day time-out 3rd: 1 day ISS 4th: 2 days ISS 5th: 3 days ISS/OSS depending on severity Defiance of Administration 1st: 1/2 day ISS 2nd: 1 day ISS 3rd: 2 days ISS 4th: 3 days OSS* 5th: 5 days OSS*	1st: Warning/conference 2nd: 1 detention 3rd: 1 day ISS 4th: 2 days ISS 5th: 3 days ISS/OSS depending on severity Defiance of Administration 1st: 1 day ISS 2nd: 3 days OSS* 3rd: 5 days OSS* 4th: 7 days OSS* 5th: 10 days 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. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.	Illegal Drugs/Controlled Substances: Immediate administrative referral; 5–10 days OSS* or greater consequence based on circumstances Alcohol: 3–10 days OSS* Tobacco/E-Cigarettes: 1st 1 day ISS; 2nd 1 day OSS; 3rd 3 days OSS*; 4th 5 days OSS*; 5th 10 days OSS* Sale/Distribution: Superintendent Referral*	Illegal Drugs/Controlled Substances: 10 days OSS*; repeated offenses may result in long-term suspension/expulsion referral Alcohol: 3 days OSS*; 2nd 10 days OSS* Tobacco/E-Cigarettes: 1st 1 day detention; 2nd 1 day OSS; 3rd 3 days OSS*; 4th 5 days OSS*; 5th 10 days OSS* Sale/Distribution: Superintendent Referral*
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Immediate administrative investigation; 5–10 days OSS* depending on severity; Superintendent Referral for serious/repeated offenses	10 days OSS*; repeated/serious offenses may result in long-term suspension or expulsion referral

False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	1st: Conference 2nd: 1/2 day time-out 3rd: 1 day ISS 4th: 2 days ISS Serious incident: Immediate OSS*/law enforcement referral	1st: 10 days OSS* 2nd: 10 days OSS* 3rd: 10 days OSS* 4th: 10 days OSS* 5th: Superintendent Referral*
Fighting	A conflict: verbal, physical, or both, between two or more people. Fighting-Class A Physically striking another in a mutual contact as differentiated from an assault. Fighting-Class B Minor physical altercations in which one or both parties have contributed by physical contact (pushing/shoving).	Class A 1st: 1/2 day time-out/ISS depending on severity 2nd: 1 day ISS 3rd: 2 days ISS 4th: 3 days OSS 5th: 5 days OSS* Class B 1st: Conference/restorative action 2nd: 1 day ISS 3rd: 2 days ISS 4th: 3 days ISS 5th: 1 day OSS	Class A 1st: 1 day ISS 2nd: 2 days ISS/MD 3rd: 3 days OSS* 4th: 5 days OSS* 5th: 7 days OSS* Class B 1st: 1 day ISS 2nd: 2 days ISS/MD 3rd: 1 day OSS 4th: 3 days OSS 5th: 5 days OSS

Weapons and Firearms	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). 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 (<u>May be possessed for personal safety purposes but display, use, attempt to use, or threaten to use is prohibited.</u>), any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a	Consequences shall comply with applicable state/federal law and District policy. Firearm possession/use: suspension for not less than one calendar year or permanent expulsion, subject to legally permitted modification by the Superintendent. Other weapons: conference, ISS, or 1–180 days OSS depending on severity.*	Consequences shall comply with applicable state/federal law and District policy. Firearm possession/use: suspension for not less than one calendar year or permanent expulsion, subject to legally permitted modification by the Superintendent. Other weapons: conference, ISS, or 1–180 days OSS depending on severity.*
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	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.	Immediate confiscation when appropriate; administrator investigation; parent notification; 1–3 days ISS/OSS depending on severity; possible law enforcement notification	3–10 days OSS; parent conference; possible long-term suspension recommendation; law enforcement notification when applicable
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	Confiscation; conference; parent notification; detention/ISS; educational/restorative response	Parent conference; 1–3 days ISS/OSS; loss of extracurricular privileges; behavior contract when appropriate.
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	Immediate investigation; parent notification; restorative conference when appropriate; 1–3 days ISS/OSS depending on severity; no-contact directive when necessary	Parent conference; 3–10 days OSS; behavior intervention plan; possible long-term suspension; law enforcement involvement when warranted

	propositions, blocking movement, offensive touching, or offensive posters or graphics.		
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.	Immediate investigation; parent notification; removal from activity; 1–3 days ISS/OSS; restorative conference when appropriate	3–10 days OSS; removal from extracurricular activities/leadership; behavior contract; possible long-term suspension
Lunchroom Misconduct	Any behavior occurring in a cafeteria, lunchroom, serving line, food service area, or other designated eating area that disrupts the orderly operation of the meal period, interferes with the safety, welfare, or comfort of others, violates school rules, or is otherwise inappropriate in the school setting. Examples include, but are not limited to, excessive noise, horseplay, throwing food or objects, misuse of food or cafeteria equipment, failure to follow directions of staff, cutting in line, littering, disrespectful conduct, or any action that creates an unsafe, disruptive, or unsanitary environment.	1st: Assigned seating 2nd: Parent conference 3rd: Detention 4th: 1 day ISS 5th: 2 days ISS	1st: Assigned seating 2nd: Eat in office/alternate location 3rd: 2 days alternate lunch location 4th: 1 week alternate lunch location 5th: 2 weeks alternate lunch location

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.	1st: Warning + confiscation until end of day/parent pickup 2nd: Parent notification + confiscation 3rd: Detention/time-out + parent pickup Repeated: Loss of privilege	1st: Warning + confiscation 2nd: Detention + parent notification 3rd: ISS + parent pickup Repeated: Loss of privilege
Out of School Area – on school property	Being present in, remaining in, or traveling through an area of school property where a student is not permitted, expected, assigned, or supervised to be at a particular time. This includes, but is not limited to, leaving an assigned location without permission, being in staff-only areas, or being in portions of school property designated as off-limits to students.	1st: Conference 2nd: 1 day ISS 3rd: 1 day OSS 4th: 3 days OSS* 5th: 5 days OSS*	1st: Conference 2nd: 1 detention 3rd: 1 day ISS 4th: 2 days ISS/MD 5th: 3 days OSS*
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices,	Restitution required when appropriate.	Restitution required when appropriate.

	calculators, uniforms, equipment, or facilities, etc.	1st: Conference + restitution 2nd: 1 day ISS 3rd: 1–3 days OSS 4th: 3–5 days OSS*	1st: Conference + restitution 2nd: 1 day ISS/MD 3rd: 3 days OSS 4th: 5 days OSS* Serious damage: Administrative/Superintendent Referral
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	1st: Conference 2nd: ½ day time-out 3rd: 1 day ISS 4th: 2 days ISS	1st: Warning 2nd: 1 detention 3rd: 2 detentions 4th: 1 day ISS 5th: 1 day OSS
School Disturbance	Any conduct that disrupts or interferes with the educational process, school operations, school-sponsored activities, or the rights of others. School disturbance includes, but is not limited to, creating excessive noise, inciting or encouraging disruptive behavior, refusing reasonable directions from school personnel, engaging in conduct that causes a disruption of classes or activities, or	1st: 1 day ISS 2nd: 3 days OSS* 3rd: 5 days OSS* 4th: 7 days OSS* 5th: 10 days OSS*/Superintendent Referral	1st: Warning/administrative conference when appropriate 2nd: 1 day ISS 3rd: 3 days ISS 4th: 5 days OSS 5th: 10 days OSS*

	otherwise creating a disturbance that affects the orderly operation of the school environment.		
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.	1st: Conference + parent notification 2nd: ½ day time-out 3rd: 1 day ISS 4th: 2 days ISS 5th: 5–10 days OSS* depending on severity	1st: 1 day ISS/MD 2nd: 2 days ISS 3rd: 1 day OSS 4th: 3 days OSS* 5th: 5 days OSS*
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation. Indecent Exposure- Includes display of breasts, buttocks and genitals in a public location.	1st: Conference + parent notification 2nd: ½ day time-out 3rd: 1 day ISS 4th: 2 days ISS 5th: 5–10 days OSS* depending on severity	Touching: 1st 1 day ISS; 2nd 3 days OSS*; 3rd 5 days OSS*; 4th 7 days OSS*; 5th 10 days OSS* Exposure: 1st 1 day ISS/MD; 2nd 3 days OSS*;

			3rd 5 days OSS*; 4th 7 days OSS*; 5th 10 days OSS*
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 Conference*; 2nd 1 day MD/ISS*; 3rd 2 days MD/ISS*; 4th 3 days MD/ISS*	Truancy: 1st 1 day MD*; 2nd 2 days MD*; 3rd 3 days MD*; 4th 4 days MD*
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology 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	1st: Conference + device returned according to school procedure 2nd: ½ day time-out + parent notification 3rd: 1 day ISS 4th: 2 days ISS 5th: Parent conference/loss of device privilege Also see F-265-S.	1st: Device confiscated; parent pickup according to policy 2nd: 1 day ISS/MD 3rd: 2 days ISS 4th: 3 days ISS/OSS depending on behavior 5th: Loss of phone/device privilege + administrative referral Also see F-265-S.

	Agreement. This includes cell phone misuse.		
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	1st: Conference + restitution 2nd: 1 day ISS 3rd: 1 day OSS 4th: 3 days OSS* 5th: 5 days OSS*	1st: 1 day ISS/MD + restitution 2nd: 1 day OSS + restitution 3rd: 3 days OSS* 4th: 5 days OSS* 5th: 10 days OSS*
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.	1st: Conference + parent notification 2nd: 1/2 day time-out 3rd: 1 day ISS 4th: 2 days ISS Serious threat: Immediate OSS*/administrative referral	1st: Warning/conference when appropriate 2nd: 1 day ISS 3rd: 1 day OSS 4th: 3 days OSS* 5th: 5 days OSS* Threat toward staff: Immediate administrative referral; minimum consequence based on severity
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is	1st: Administrator conference + parent notification 2nd: Detention/time-out	1st: Conference 2nd: 1 detention 3rd: 1 day ISS

	not authorized or through an unauthorized entrance.	3rd: 1 day ISS 4th: 1–3 days OSS depending on circumstances Restitution for damages when applicable	4th: 1–3 days OSS 5th: 3–5 days OSS* when circumstances warrant
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	Restitution required. 1st: Conference + restitution 2nd: 1 day ISS 3rd: 1 day OSS 4th: 3 days OSS* 5th: 5 days OSS*	Restitution required. 1st: 1 day ISS/MD + restitution 2nd: 2 days ISS + restitution 3rd: 10 days OSS* 4th: Superintendent Referral/Expulsion consideration for severe cases
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 serving a suspension or expulsion.	1st: Conference + parent notification 2nd: 1 day ISS 3rd: 2 days ISS 4th: 3 days OSS 5th: Administrative/Superintendent Referral	1st: Conference + parent notification 2nd: 1 day ISS 3rd: 2 days ISS 4th: 3 days OSS 5th: Administrative/Superintendent Referral

Administrative Discretion for Serious Offenses

Nothing in this matrix prevents an administrator from assigning a more serious consequence for a first offense when the behavior:

- Creates a significant safety concern;
- Causes or threatens serious physical injury;
- Involves a weapon, controlled substance, alcohol, or other prohibited substance;
- Involves harassment, bullying, threats, sexual misconduct, or intimidation;
- Results in significant property damage;
- Involves law enforcement or requires a Juvenile Officer referral;
- Represents a significant disruption to the school environment; or
- Requires an immediate response under state or federal law.

Discipline should be assigned based on the **specific circumstances of the incident**, including the student's age, intent, severity of the conduct, prior history, cooperation with staff, and impact on others.

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: Maria Schoen and can be reached at 660-366-4391.

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 at the back of this handbook and in the office.

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 #: (660)366-4391
Email Address: dkruse@ottervillervi.k12.mo.us

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: Central Office Secretary
Phone #: (660)366-4391
Email Address: tschoen@ottervillervi.k12.mo.us

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

5. What happens if a complaint is not resolved at the local level (LEA)?	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 #: (660)366-4391
Email Address: dkruse@ottervillervi.k12.mo.us

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: Central Office Secretary
Phone #: (660)366-4391
Email Address: tschoen@ottervillervi.k12.mo.us

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: 101 W Georgetown St, Otterville, MO 65348

Email Address: mstone@ottervillervi.k12.mo.us

Phone #: (660)366-4391

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.

The District may utilize drug dogs. 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 (May be possessed for personal safety purposes but display, use, attempt to use, or threaten to use is prohibited.), 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 by Superintendent. 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

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, the high school counselor, and/or the District A+ Coordinator, Maria Schoen.

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.

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

Graduation Requirements

Students are required to earn a minimum of 24 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year.

Curriculum Area	Graduation
Communication Arts	4 Units (Must include English I, II, III, and IV)
Social Studies	3 Units (Must include 1 unit in American History, World History, and Government)
Mathematics	3 units
Science	3 units
Fine Arts	1 Unit
Practical Arts	1 Units
Physical Education	1 Unit
General Electives	7 Units
Health	.5 Unit
Personal Finance	.5 Unit
Totals	24 Units

Social Studies credit must include one credit of American History and ½ credit of American Government. All students must pass tests on both the American and Missouri Constitutions.
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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.

GRADUATION CEREMONY REQUIREMENTS

Students are entitled to a High School Diploma on the completion of all requirements set forth by the Board of Education. The graduation ceremony is not a right, but a privilege. In order to participate in the ceremony, students must be within one credit of the graduation requirements. The signed diploma will be awarded to the student only after completion of all requirements. Any student needing more than one credit for graduation will not participate in the ceremony but may become a member of the following year's class. IEP students may qualify for participation in the graduation ceremony under alternate requirements.

EARLY GRADUATION

The Otterville R-VI Board of Education believes there is value in learning. To achieve that objective, students must be enrolled in school. The Board of Education encourages all students to attend high school for eight semesters. However, there are exceptions when a student may need to exit at the conclusion of seven semesters.

The Otterville Board of Education has adopted the following criteria for Early Graduation:

- Full-time enrollment in a college or university;
- Acquiring full-time vocational training;
- Securing full-time employment due to financial emergency; or
- Transferring or retirement of military parents.

In order to be considered for early graduation, students must submit a written letter of intent along with any supporting documentation to the school counselor no later than the first Tuesday in October of the academic school year for which the student wishes to graduate. In circumstances beyond the student's control, the principal may waive this deadline.

Students approved for Early Graduation will be notified in writing no later than ten days after the final decision is reached.

Students approved for Early Graduation will be allowed to participate in commencement activities. Attendance at commencement rehearsal is mandatory, or the student forfeits the right to participate.

Students approved for Early Graduation will not be allowed to participate in any school activities prior to commencement, including athletics, dances, field trips, etc.

Students approved for Early Graduation forfeit class rank as it applies to recognition for Valedictorian and Salutatorian. For the purposes of college or scholarship applications, the student's class rank at the time of early graduation may be listed.

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](#).

MO Options Program

Students of the Otterville R-VI School District have the opportunity to participate in the MO Options Program offered at the State Fair Community College Career and Technology Center within the Alternative Education (Alt. Ed) department with administrative approval. Students considering the MO Options Program must be more than one year behind their cohort group.

Students participating in the program must meet all local requirements in addition to the Alt. Ed MO Options Program requirements before and during enrollment in the program. Local requirements include the following:

- a. Must meet all local graduation requirements except for core courses (Communication Arts, Mathematics, Social Studies, and Science) curriculum and attend high school for a minimum of 7 semesters.
- b. Must have satisfactory attendance throughout the school year at both Alt. Ed/Otterville R-VI and MO Options Program.
- c. Must pass all his/her Alt. Ed./Otterville R-VI required classes during program participation.
- d. Must not have any disciplinary situations that result in suspensions.
- e. Must satisfactorily complete MO Options class work and pass the Mo Options exam.
- f. Must be enrolled full time until MO Options Program and Otterville R-VI classes until completion and verification of test results and approval by administration.

After completion of the above criteria, the students will receive a high school diploma from the Otterville R-VI School District. He/she will have earned the privilege of participating in the graduation ceremony with the senior class if all requirements are completed in ample time before graduation, to be determined by the administration.

Career and Technical Center (CTC)

Otterville junior and senior students have the opportunity to receive vocational instruction and gain class credits in a variety of career fields through the Career and Technical Center (CTC) at State Fair Community College (SFCC).

GUIDELINES FOR CTC ATTENDANCE

- The Otterville Public School District R-VI will provide transportation. Students will be allowed to drive to CTC for the following reasons: employment issue, medical appointment, educationally significant purpose or upon approval from Otterville administration.
- Additional criteria must also be met in order for the student to be allowed to drive to CTC.
 1. Student will obtain an approved permit slip from the Career Technical College
 2. Weekly verification of student's work schedule, medical appointment card, or note from CTC instructor indicating student's need for personal transportation
 3. Student will sign and adhere to the driving agreement form
 4. Student's parent(s)/guardian(s) will sign the permission/release form
 5. Additional criteria numbers one through four must be met prior to the student driving their own vehicles to CTC
- CTC students are to remain in the cafeteria until dismissed by the lunchroom supervisor.
- Upon returning from CTC, students are to go to their designated area until the bell rings for Seminar or may leave to go home when dropped off by the bus.

- In order to be considered in attendance for four hours for activity purposes, a CTC student must report to the high school office no later than 10:55.
- When not attending CTC classes during the afternoon, students must report to the library or other area designated by the administration until school is dismissed.

DISCIPLINARY MEASURES FOR CTC STUDENTS

- If it is the student's first offense, he/she will be assigned two after school detentions.
- If it is the student's second offense, he/she will be assigned four after school detentions and 2 mornings of ISS.
- On the third offense, the student will be removed from CTC and enrolled in the general curriculum of the Otterville School District.

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 Beth Ulmer, 101 W Georgetown St., Otterville, MO 65348, (660)366-4391, ulmer@ottervilleschools.org. 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 (7:15 am - 4:00 pm and Monday by appointment in the office of Beth Ulmer, 101 W Georgetown St., Otterville, MO 65348, (660)366-4391, ulmer@ottervilleschools.org. 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, Maria Schoen. Additional information about resources and processes may be accessed on the District's website 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.

It is the preference that these items not come to school. Students that do bring these items to school either need to store them in their locker turned off or car if they drive. Students may also check in these devices with staff prior to 7:40. It is recommended that students place a lock on their locker. Please note, the school and its employees are not responsible for damage or loss of electronic devices brought to school.

Students are not to have these devices on their person during school hours. This applies even if these items are set on silent or turned off. Students should not have these devices on the bus to CTC nor on field trips as well. Students should not be going to their locker and checking their phones during the day.

Disciplinary Procedures

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

Violation	First Offense	Second Offense	Third & Subsequent
Unauthorized phone use	Parent pick-up required	Parent pick-up required and 2 days Out-of-School Suspension (OSS)	Parent pick-up required and 5 days OSS + Loss of phone privileges for remainder of semester

Escalation is progressive and subject to administrative discretion.

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.

Technology Devices

Otterville is a one to one school district. Each student has been provided an electronic device to facilitate school work. For this reason, there is little or no need for students to have or use other electronic devices during the school day. Audio devices (earbuds, airpods, headphones, etc) present a safety risk within our building. For these reasons, students are allowed to utilize the device provided during the school day. Electronic devices, other than the one provided by the school, are not approved for classroom use.

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.

Copyright

District policies on copyright will govern the use of material accessed through the district system. Because the extent of the copyright of certain works found on the Internet (including text, video, music, photos, illustrations and artwork), is unclear, users will make a standard practice of requesting permissions of the holder of the work if their use has the potential of being considered an infringement. Under U.S. copyright law, fair use is a special rule that sometimes lets teachers and students use limited parts of a copyrighted work for teaching and learning without the copyright owner's permission, but only under certain conditions.

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

Counseling S-147-S

COUNSELING SERVICES

Guidance and counseling services are offered to all students. Referral for services may be made by parents, teachers, and/or students.

CHARACTER EDUCATION

OHS has implemented a character education program that models and teaches core ethical virtues such as respect, responsibility, self-control, honesty, and positive attitudes. Toward that end, parents, staff, and students determine the character traits to emphasize during a school year.

Grading and Reporting System

The Otterville School District operates a 4-point Grade Point Average scale. The Board of Education has established the following grading scale.

95% - 100%	A	4.000
90% - 94%	A-	3.667
87% - 89%	B+	3.333
84% - 86%	B	3.000
80% - 83%	B-	2.667
77% - 79%	C+	2.333
74% - 76%	C	2.000
70% - 73%	C-	1.667
67% - 69%	D+	1.333
64% - 66%	D	1.000
60% - 63%	D-	0.667
Below 60%	F	0.000

Special Services students may require special instruction and different grading criteria according to their IEP.

GRADE WEIGHTING SYSTEM

In order to encourage and reward students who choose a challenging course of study, a grade weighting system will be implemented for the computation of honor roll and class rank. In a weighted class, the student will earn extra 0.333 for grades B- to A, as denoted in the table below. Grades below B- will not receive weighted credit. The following classes will be weighted: *English IV, Psychology, Sociology, Advanced Math (Higher than Algebra II), Chemistry, Anatomy and Physiology, Physics, Accounting, and any dual-enrollment class taken. by other credit bearing entities recognized by the Otterville Board of Education.*

Grade	Regular points	Weighted points
A	4.000	4.333
A-	3.667	4.000
B+	3.333	3.667
B	3.000	3.333
B-	2.667	3.000

HONOR ROLL

Otterville High School recognizes three levels of honor roll on a quarterly basis.

Eagle Excellence Club – Any student with a quarter GPA of 4.0 or higher

Gold Honor Roll – Any student with a quarter GPA of 3.667 to 3.999

Purple Honor Roll – Any student with a quarter GPA of 2.667 to 3.666

Any student receiving a grade lower than C- will be ineligible for the honor roll.

Grade Checks

Completing work for classes is essential for student success. All students will have weekly Grade Checks. This will be done in the homeroom/seminar.

Assignments are also a vital part of the educational process. Students with missing assignments will be expected to complete those assignments. We realize that things may happen where an assignment is not completed and is turned in later than the due date.

LATE WORK

Completing class assignments in a timely manner is critical to student success. Not completing assignments is not an option for students. Students who have completed assignments which are turned in the next day (one day late) will receive 70% credit (30% reduction of full score). After the second day, they will receive 50% credit and on the third day, any credit is at the discretion of the teacher.

SEMESTER EXAMS

All students 9-12 will be required to take cumulative semester exams the last week of each semester. The semester test will count 10% towards the semester grade of the student. End of Course Exams will be given as the semester final when applicable. Junior High school students will also take final exams the last week of each semester.

FINAL EXAM EXEMPTIONS

Students (7-12) may earn Final Exam Exemptions (FEE). In order to earn a FEE, students must meet the following criteria:

- Students will have 98% attendance or better. For purposes of earning a FEE, only absences for school events are considered excused.
- The student will have no missing assignments

Students earning a FEE in a class will still take the final. After the final is graded, the grade will only be entered if it helps the students grade.

Students that earn a FEE must be in attendance on the day of the Finals that they would be taking. Failure to do so will result in a 0% for the final in question. Any deviation to this must be approved with administration.

GRADE CARDS

Grade cards will be accessible through TeacherEase at the end of each semester with all students. First quarter grade cards will be handed to parents during Parent-Teacher Conferences. These quarterly grade cards act as formal progress reports communicating with parents and students where their grade is at mid-term. Parents will also receive progress reports electronically from teachers.

Retention/Summer School

Summer School is out-sourced to Springfield Public Schools through their Launch online school program. Otterville will recognize the credits obtained through this summer credit recovery program. Otterville does not offer in person summer school credit recovery. Arrangements for summer school can be made by Otterville Schools on behalf of our students. However, during summer school students participating in Launch are students of the Springfield Public School system. All communication and correspondence needs to be made to them during this time.

High school students should be aware of their progress toward graduation. Maintaining passing grades is essential to this goal. Students who fail a core class for one semester may recover that 1/2 credit in summer school. Students may earn a maximum of one (1) credit during summer school each year.

Teacher Conferences

School wide parent / teacher conferences will be held after the first quarter. Additionally, conferences with teachers may be set up through the school office. A conference may be held at parent, teacher, or administrator request.

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. The District also has an Athletic and Activity Handbook with requirements.

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

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 for at least four (4) periods of the school day on the day of an activity in order to participate. The student must be at school for at least four (4) class periods on Friday to participate in weekend activities. This includes all extra-curricular activities including athletics, dances, cheerleading, clubs, music etc. Consequences: 1. Cannot participate in the activity. Special Circumstances can waive this rule if discussed with the principal in advance. 2. Students who cannot follow the rules at activities will be asked to leave with additional punishment if deemed necessary.

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.

Upon return/dismissal of school activities students will be released to the parking lot unless parents request other arrangements.

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.

DANCE POLICY

There are dances held during the school year that are sponsored by student organizations. Students are reminded that attendance is a **privilege** and **not a right**. The student discipline code is in effect, and students are expected to use common sense in this regard. **NON-SCHOOL GUESTS** must be registered in the Principal's office prior to the dance and the Principal must approve them. In order to preserve the integrity of dances, guests should be no older than 20 years of age. Once entered, guests are to be escorted by the student who registered them. All guests are expected to abide by the conduct rules of the school, and the host student assumes responsibility for the guest's behavior.

FIELD TRIP / ACTIVITY ELIGIBILITY

Any student who incurs a Major disciplinary penalty will be ineligible to attend class field trips and activities for the remainder of the semester. This is defined as an office referral where there was:

- Intent to harm another person
- Verbal threats, hate speech, or aggressive language
- Illegal activities involved

Students that have more than one (1) offense during the semester that requires ISS or OSS as a consequence are ineligible for non-curricular field trips. Students that have less than 90% attendance during the semester are ineligible for non-curricular field trips.

Fun Day is considered a non-curricular field trip.

Students going on trips that require an overnight stay or multiple days out of class will retrieve homework and assignments from teachers prior to going and complete it while on the trip to hand in upon return.

Students will need to meet the eligibility requirements described in Local Eligibility Standards of this handbook. Students remaining at school may have an alternative placement in school for the duration of the field trip or activity.

TRANSPORTATION FOR SCHOOL-SPONSORED EVENTS

The following policies are in place for the protection and safety of students and persons responsible for their welfare.

- All participants in all activities will ride the school provided transportation to the events. If for some reason it is necessary to ride to the activity with your parents, the sponsor and the principal will be contacted and provided with written or face-to-face contact during the school day for approval. Students who drive to an activity or ride with anyone other than their parents or their designee will not be allowed to participate.
- At the conclusion of the activity, the participant will be released to the parent/guardian if a request is made in person to the sponsor by the parent/guardian. All other students will ride school transportation back to the school.
- At the conclusion of the activity, the participant may only be released to another parent when written or face-to-face permission is provided to and approved by the administration prior to leaving for the activity.
- All students riding the bus to the event, even though they do not participate, will follow the same rules.
- Only students and staff will be provided school transportation to school activities and extra curricular activities.
- Any necessary request for an exception to the above policies must be made to the principal prior to the event.
- Once at the activity site, students are NOT allowed to leave the premises without expressed permission from the sponsor.
- The administration may consider a request, on a case by case basis, prior to students leaving for the event.
- Students will not drive themselves to CTC. There are no exceptions.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made to notify students and parents/guardians. Announcements will also be made on the District website and Facebook, automated phone call, automated text alert system, and local news station. Please do not call the administration or radio/TV stations for this information.

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

School begins at 7:40 a.m. and dismisses at 3:35 p.m. Students should not arrive at school before 7:15 a.m. unless they are participating in an early morning activity. Students who arrive prior to 7:15 will not be supervised. Breakfast will be served from 7:15-7:37 AM. All Students being dropped off will be dropped at the cafeteria door, they will have the option to eat breakfast. Students will then wait in the gym. High School students will wait until the 7:37 dismissal bell and elementary students will be picked up by their teacher at 7:39. Students that arrive before the 7:15 am bell should wait by the front doors. Students are not to be in the building outside these hours unless they are participating in a school activity, are supervised by a staff member, or have the principal's permission to be in the building. Any students who are not in tutoring or who are not involved in a sponsored activity must leave the building by 3:45 p.m.

School begins at 7:40 a.m. and dismisses at 3:35 p.m. Students should not arrive at school before 7:15 a.m. unless they are participating in an early morning activity. Students are not to be in the building outside these hours unless they are participating in a school activity, are **supervised by a staff member**, or have the principal's permission to be in the building. Any students who are not in tutoring or who are not involved in a sponsored activity must leave the building by 3:45 p.m.

CLASS SCHEDULING

Each spring students in grades 8 -11 will have the opportunity to choose their courses for the following year. Students must consult graduation requirements and their 4-year personal program of study to make sure they take the necessary courses in the correct sequence. Particular planning is required if students wish to take dual credit courses or attend the Career and Technical Center during their junior or senior year. Students who have questions regarding course prerequisites or credits earned need to make arrangements to speak with the counselor PRIOR to the days of actual enrolling. All proposed student schedules need to have a parent signature to indicate the parent is aware of the student's choices.

CLASS CHANGES

Students may change classes during the first 3 days of the semester. The student will need to remain in the class for the semester if they wish to change classes after the first 3 days. The student is responsible for making up any work missed during those days.

Beverages

Students are allowed to have water bottles or containers. The containers must be clear and must have a lid. Exceptions are made only with administrative approval.

Open containers may not be brought into school. Opened soda containers are not to be carried into or consumed within the building. Unopened cans or 20oz bottles of soda brought into school may be consumed during lunch. Coffee Drinks and Energy Drinks are not approved to be consumed at any time during the course of the school day nor during extra curricular activities.

Students will be asked to and are expected to dispose of any drinks outside of the parameters above unless they have administrative approval.

Lockers

Students will be assigned lockers to hold their personal belongings. Students are not allowed to use lockers other than those assigned to them. The locker area should be kept tidy for aesthetic and safety reasons. Any locks placed on student lockers must have either a key or combination registered in the principal's office, or the lock will be removed.

School Telephone Use

The office maintains two phone lines that need to be kept open for school business. Students must obtain permission from school personnel before using any phones in the building. Students will not be called out of class to answer phone calls unless it is an emergency. The office will deliver necessary messages to students/teachers. All organizations will announce meeting/practice times in advance so that students can make arrangements without use of the school telephone.

Classroom Care

Students are expected to show appropriate respect for the school facilities. Students should avoid making messes, and should clean their area before leaving a classroom. When in the gym, students should avoid walking on the playing surface while wearing street shoes. Students who willfully damage school property will be subject to the Student Discipline Code.

Student Parking

Students who drive or might drive to school are required to have a student vehicle parking agreement signed and on file with the office. Students must conform to safe driving practices or they will lose their privilege to park in the school's parking lots. Students are to park in the southwest parking lot in spaces designated for parking. Senior parking is in the west lot in the second row from the school. Teacher and staff parking is in the west lot. Students may be awarded parking permits for the west parking spots based on grades, attendance, and behavior. Parking spots are not reserved. When students arrive at school, they enter the school building through the west High School doors. If the student needs to return to the parking lot, the student needs permission from an administrator and to sign out in the front office. No loitering in the parking lot.

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 front office.

All District policies can be located at: <https://egs.edcounsel.law/otterville-r-vi-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, audiotape, 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

Emergency procedures are located in each classroom.

Tornado alarm will be announced through the intercom by the administration. All students are to evacuate to pre-designated areas and take protective covering.

FIRE The fire alarm will either be announced through the intercom by administration or fire alarms in the hallway. If a fire is discovered, you should immediately report it to the main office, which will sound the alarm. In case an exit is blocked, use the nearest available exit.

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.

Signature and Form Requirements

- *Bullying Incident Report Form*
- *Acknowledgement Concerning Use of Student Parking Lot*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

S-185-P Bullying Incident Report Form

Bullying Incident Report Form (Also Available in Office)

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

Date & Time Field: _____

Your Name*: _____

Phone
Number(s): _____

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

You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____

Name(s) of student subjected to bullying: _____

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

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

Names of Witnesses: _____

Have you reported this to anyone else: _____ Yes _____ NO.

If so, who? _____

*Signature of Complainant: _____

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

environment. A complainant that falsely accuses someone will be subject to disciplinary action.

This Section is for the use of Principal

Date & Time Received by Principal: _____

Investigation Actions taken:

Investigation Results / Actions Taken

Signature of Principal: _____

Date & Time: _____

Acknowledgement Concerning Use of Student Parking Lot Form



Otterville R VI School District

101 W Georgetown Street, Otterville MO 65348

Supt. Dan Kruse, 660-366-4391

Principal, Melissa Stone, 660-366-4621

Fax 660-366-4293

Acknowledgement Concerning

Use of Student Parking Lot

Form 2650

I, _____, acknowledge and understand that:
(student's name)

Students are permitted to park on school premises as a matter of privilege, not of right.

The School District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property

The School District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles.

Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

If I fail to provide access to the interior of my car upon request by a school official, I will be subject to school disciplinary action.

When a student arrives at the school, they are to enter the school building. If the student needs to return to the parking lot, the student needs permission from administration and to sign out in the office. No loitering in the parking lot.

F-265-P Technology Usage Agreement Form Form B
Student Technology Usage Agreement

Students (for 4th 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.

C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

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.