

OSCEOLA

HIGH SCHOOL HANDBOOK



2007-2008

YOUR NAME: _____

PUBLIC NOTICE

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

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

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

The Osceola Public Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Osceola Public School between 8:30 and 3:00 on the days school is in session.

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

This notice will be provided in native languages as appropriate.

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

If you have any questions, please contact the elementary office at 646-8333 or the high school office at 646-8144.

Thank you for your support,
Osceola School District

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MISSION STATEMENT

The Osceola School District is a place where student achievement and success is our highest mission.

By providing the finest faculty, staff, and facilities in a secure and intellectually invigorating environment, we will empower students to apply learned skills and knowledge with integrity allowing them to become motivated, productive members of society.

VISION

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

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

GOALS

The comprehensive School Improvement Committee has established the following goals through study and consensus. These goals are intended to take the Osceola School District from where it is now to becoming the best district possible for students, staff, and community.

1. The Osceola School District will be recognized as a "high performing school district" every year based on the Annual Performance Rating.
2. Add to and maintain existing facilities and technology capacity in order to provide an optimal learning environment for student learning.

Attract and retain high-quality staff and teachers by providing a competitive salary schedule. The expected outcome of this goal is that student achievement will show yearly increases on MAP tests. Specifically, we expect the lowest quintiles of each subject area tested to lower by 3% each year.

ENROLLMENT

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

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

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

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

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

- \$.10 for each page printed material.
- \$.30 for page consisting of large pictures and color pages.
- \$.05 for pages copied on office copy machine.

DRESS CODE

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

Students may not wear:

1. Shorts, tank top style shirts and bare midriffs.
2. Items of apparel bearing profanity, emblems of drugs including alcohol and tobacco, or obscene insinuations.
3. Hats or bandannas inside the building during school hours.

All clothing must be neat, without holes and hemmed. No t-shirts with cut off or torn off sleeves (male or female). No spandex or form fitting clothing is permitted. All clothing must be a minimum of 3 inches below the fingertips when the arms are held at the sides and fingers are extended toward the floor, or 4 inches above the top of the knee cap -- whichever is longer. Waistbands must be worn at the proper level. No pant cutoffs may be worn unless they meet the length requirement and are hemmed.

Students who participate in shop are subject to the safety requirements of their teachers.

Students who participate in athletics are subject to the requirements of their coaches.

Appropriate dress clothes will be worn on all field trips and departmental meetings.

LOCKERS

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

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

DISCIPLINE POLICY

The board recognizes the fact that standards are important for the maintenance of an atmosphere where orderly learning is possible and encouraged.

The board of education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective industrial program in the district's schools. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school.

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

I. DISCIPLINARY PROCEDURES AND ACTIONS

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

Disciplinary actions for behavior violations will be taken by responsible staff members, with parent involvement in every situation possible, to remediate and/or correct unacceptable student behavior.

The following are disciplinary, remedial, and/or corrective action processes to be used by responsible staff members.

1. Conference(s) will be held with the student/students and the teacher, or principal who observed, or who is responding to, the unacceptable student behavior in order to obtain all available information related to the subject. Parents will participate in the conference(s) as the situation warrants to become informed, to contribute to solutions, and to be a part of the disciplinary actions to be taken.
2. It is recognized that there may be times when school personnel must talk to a student immediately to give the student notice of unacceptable behavior to enable the student to respond and explain and that such initial conference will be between the student and school personnel only, either because the immediacy of the situation so requires or because parents are unavailable, or both.
3. The staff members (teacher and principal) will evaluate the information obtained, review the disciplinary action options, and determine, in their judgment, the most reasonable action choice(s).
4. The objectives of any disciplinary action to be used by the appropriate school staff members are: (1) to remedy and to correct any unacceptable student behavior; (2) to develop the student's character and power of self-control; and (3) to interact with the student in ways so that the disciplinary action results in a positive and acceptable behavior change outcome. Depending on the nature, disciplinary actions or options (not all-inclusive or necessarily in sequence) include:
 - a) A conference is held with the student to obtain a commitment, oral or written, for correcting the behavior.
 - b) The student is moved in the classroom.
 - c) The student is assigned specific education assignments or tasks.
 - d) The student is placed in detention by the teacher and given assigned tasks; parents are informed.
 - e) Parents of the student are contacted or a conference with the parents is held to inform them of the situation and obtain their assistance
 - f) The student is referred to the principal for appropriate action.

- g) The principal contacts or holds a conference with the student and their parents for the purpose of accomplishing acceptable student behavior.
- h) The student is referred by the principal to the counseling department of other educational, medical, social, or governmental units for assistance.
- i) The Student's daily class schedule is changed by the principal or with the principal's approval.
- j) The student is given an in-school suspension or detention assignment by the principal following a conference with the parents.
- k) The student is placed on probation under certain prescribed conditions by the principal with parental knowledge.
- l) Parents should be contacted prior to administering corporal punishment, and one staff member shall be present if administered.
- m) When other remedial and corrective options have not been successful, or suspension is specified or indicated by conduct, the student is suspended from school by the principal for a period of time not to exceed ten days, or by the superintendent in cases exceeding ten school days to a maximum of 180 days.
- n) Charges for illegal behavior may be filed against the student with governmental authorities having jurisdiction.
- o) Student expulsion is recommended when all other actions have not been successful or the nature of the behavior violation requires this action.
- p) Students are required to make restitution of expenses incurred by the school due to student misconduct.

The exercise of reasonable judgment, respect for the rights of the person, and compliance with legal requirements must be observed in cases of unacceptable behavior.

II. DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
1. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.	Classroom disturbance Classroom tardiness Abusive language Nondefiant failure to complete assignments or carry out directions. Food in the classroom or hall. Conduct which distracts from the educational value of school or school activities. Public display of affection. Inappropriate personal appearance. Violation of free time following lunch. Rude or excessively loud. Littering Running, pushing.	There is immediate intervention by the staff member who is supervising the student or who observes the behavior. Repeated misbehavior requires a parent/teacher conference: conference with the counselor and /or principal. A proper and accurate record of the offenses and disciplinary action is maintained by staff member.	Verbal reprimand Special assignment Behavioral contract Counseling Withdrawal of privileges Time-out room Strict supervised study Demerits Detention Fines

II. DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT (continued)

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>2. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<p>Continuation of unmodified LEVEL I misbehavior</p> <p>School tardiness</p> <p>Truancy</p> <p>Smoking or use of tobacco derivatives</p> <p>Using forged notes or excuses</p> <p>Disruptive classroom behavior</p> <p>Cutting class</p> <p>Use of obscene language or language that is disparaging and demeaning</p> <p>Careless driving on school property</p> <p>Use of other than school permitted transportation</p> <p>Violation of parking procedures</p> <p>Bring to school items which disturb the learning value of the school, such as tape players, radios, and other forms of electronics.</p> <p>Pornography</p> <p>Use of symbols which have sexual innuendos, are demeaning, or which do not match the goals of our school.</p>	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and effects the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p> <p>A parental conference is held</p>	<p>Teacher/schedule change</p> <p>Modified day</p> <p>Behavior modification</p> <p>Social and activity probation or restriction</p> <p>Referral to outside agency</p> <p>Padding</p> <p>In-house suspension</p> <p>After-School detention</p> <p>Counseling</p> <p>Loss of driving and/or parking privileges</p> <p>Fines</p>

II. DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT (continued)

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINE RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>3. Acts directed against person or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p>	<p>Continuation of unmodified LEVEL II misbehavior</p> <p>Fighting (simple)</p> <p>Vandalism (minor)</p> <p>Possession/use of unauthorized substances (alcoholic beverages, drugs and narcotics)</p> <p>Stealing</p> <p>Threats to others</p> <p>Possession/transfer of dangerous weapons (fireworks, illegal knives, razors, ice picks, explosives, guns, etc.)</p> <p>Verbal abuse to staff</p> <p>Pornography</p> <p>Insubordination</p>	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.</p> <p>A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.</p>	<p>Temporary removal from class</p> <p>Social and activity probation or restriction</p> <p>Temporary out-of-school suspension</p> <p>Padding</p> <p>Alternative program</p> <p>Loss of driving and/or parking privileges</p> <p>Fines</p>

In accord with the Safe Schools Act, student s bringing firearms to school may be subject to long-term suspension or expulsion.

II. DISCIPLINE RESPONSES TO STUDENT MISCONDUCT (continued)

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS	
4.	<p>Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative action which results in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of school directors.</p>	<p>Unmodified LEVEL III misconducts</p> <p>Exortion</p> <p>Bomb threat</p> <p>Use of dangerous weapons</p> <p>Assult/battery</p> <p>Vandalism</p> <p>Theft/possession/sale of stolen property</p> <p>Arson</p> <p>Furnishing/selling/possession of unauthorized substances</p> <p>Verbal abuse to staff of a threatening nature.</p> <p>Pornography</p> <p>Insubordination</p>	<p>The administrator verified the offense, confers with the staff involved, and meets with student.</p> <p>The student is immediately removed from the school environment. Parents are notified.</p> <p>School officials contact law enforcement agency and assist in prosecuting offender.</p> <p>A complete and accurate report is submitted to the superintendent for board action.</p> <p>The student is given a full due process hearing before the Board.</p>	<p>Suspension (long term).</p> <p>Alternative schools</p> <p>Expulsion</p> <p>Fines</p>

ABSENCES

All residents of school age shall be required to attend school in accordance with the compulsory attendance laws of the State of Missouri and the rules and regulations of the Osceola Board of Education. The value of instruction received in the classroom cannot be over-emphasized. Lectures, interpretation and discussion occurring when a student is absent can never be made up. If the absence is excused, the student will have an opportunity to make up the writing and reading materials missed during the absence. If the absence is unexcused, the work may not be made up. In excusing absences, the number of days absent, the student's academic record and prior parental request approved by the principal will be considered.

The following are acceptable reasons for excused absences:

1. Personal illness.
2. Death in the family or the funeral of a close friend.
3. Professional appointment pertaining to the students health.
4. Out-of-town trips if arranged with the school in advance and if, in the judgment of the school administration, this absence is justified.
5. Student cleared by school administration.

The following reasons will result in unexcused absences:

1. Truancy.
2. Suspension.
3. Working, including baby-sitting.
4. Missed bus.
5. Car trouble.
6. Shopping.

7. Beauty or barber appointment.
8. Overslept.
9. Out of town without advance arrangement with school.

Students are deemed to be under the jurisdiction of the school from the time they leave from home for school until they return home from school. Students who must leave the school campus for any reason during the school day must check out in the principal's office. No credit will be given for any subsequent work until a note is brought from a parent or guardian.

When a student is absent from school the student is to bring a note from a parent. The note should state the reason for the absence, the date of the absence, and include the parent's signature. Upon the student's return to school the note is to be placed in the box provided outside the principal's office.

Parents and guardians will greatly aid the school in promoting the interests of the students if they will not ask to have students excused during the day except in extreme emergencies.

The following general rules apply to absences:

1. Students who are juveniles and whose absences exceed 10 percent of the school term will be referred to the offices of the proper legal authorities.
2. Parents will be periodically notified of all absences and tardies.
3. No student shall be excused from school for special lessons or activities outside the jurisdiction of the school without the school's approval.
4. If a student is absent because of illness, the student should remain at home. The student will not be permitted to attend any school activities on the day they are absent. If a student leaves school because of illness during the day the student will not be permitted to attend any school activities on that day or any club trips the following day.
5. A student who does not take part in school sponsored trips must attend school that day unless illness prevents it or the student has received permission from the administration for other arrangements.

6. Students who are consistently absent may be required to furnish a doctor's excuse in order to be excused by the school.
7. Seniors skipping school at any time may be required to make up time missed before a diploma will be issued. Seniors who miss school during the fourth quarter because of job hunting, shopping, beauty appointments, applying for entrance in the armed services, visiting colleges and schools or working will be expected to make up full time missed after regular school hours. As soon as a senior is aware that an absence will occur, the principal should be contacted. Seniors with attendance or disciplinary problems may be barred from school trips and the prom or may be required to attend school when others are dismissed. If the school calendar permits, seniors with good attendance records and good conduct will be dismissed after graduation practice.

TARDIES

When a student is tardy arriving to school, he/she must report to the high school office before going to class. When a student is tardy going from class to class, he/she is to report directly to the teacher. The teacher will report the tardy to the office either on an attendance slip or by a special note. When a student receives a third tardy in a class during any one quarter, he will receive an after school detention. The detention will be served from 3:10-3:30 p.m. A fourth tardy in a class will result in an in-school suspension of one day. A fifth tardy in a class will result in an out-of-school suspension of one day.

Any student with a detention not served will not be allowed to attend school dances or club activities. A club activity refers to a party or trip by a class or club. All accumulated detentions must be served before a diploma is issued.

AWARDS, SCHOLARSHIPS AND HONORS

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

TRUANCY

A student is truant if, after leaving their home for school, they do not attend school, or if they leave the campus during school hours without permission from the office or if he does not attend a class. Subsequent letters or notes indicating approval of parent or guardian for absences CANNOT be accepted. A student who has been truant will not be admitted to classes until there is a conference between the parent or guardian and the principal.

CAFETERIA

A hot lunch, plus milk is served in the cafeteria each day. A salad bar is also available. The cost for student meal tickets is \$6.25 weekly, \$1.25 daily. The charge for adult meal tickets is \$1.90. A la carte items will be available for \$.90, with the purchase of a regular meal.

Lunches should be paid for before 8:30 each day -- preferably this should be done each Monday morning for the entire week. If you forget your money, you may charge one time. This charge must be taken care of before you can charge again.

Breakfast is also served each day. The cost for breakfast is \$.75 for full price, \$.30 for reduced, \$.90 for adults.

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

1. Students will not run to and from the cafeteria.
2. Students will not move out of turn or cut the line.
3. Students should observe proper table manners and eating habits.
4. All students, except for those excused by the principal, will spend the first 10 minutes of the lunch period in the cafeteria.
5. Any student who is subject to a disciplinary procedure during the lunch period will be confined to the cafeteria for the duration of the lunch period, will be last in the lunch line and will sit at a specified table. This penalty will be continued for a week or more, depending upon the nature of the offense.

OFFICE PURCHASES

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

CLASS RINGS

Class rings are optional and may be ordered during the sophomore year. Upon placing an order a deposit is required before the company will start production of the ring. The balance is due when the class rings are delivered. Delivery is generally made at the beginning of the junior year.

TRANSPORTATION

BUSES

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

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

The driver has authority to:

1. Assign seats.

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

The following rules must be observed by students:

1. Notify the driver ahead of time when you plan not to ride the bus.
2. Be on time so there will be no delay.
3. Wait until the bus stops before moving toward it to enter.
4. Remain in your seat while the bus is in motion.
5. Keep your bus neat and clean by disposing of trash properly and removing personal belongings when you leave the bus.
6. Keep your arms and head inside of the bus at all times.
7. Do not open emergency door.
8. If you are not coming to school, you are not permitted to ride the bus.
9. You must have permission from the principal if you plan to ride a bus other than the one to which you are assigned.
10. Wait until the bus stops before getting up to leave.
11. If you must cross the highway upon leaving the bus, you should cross in front of the bus.
12. All school rules apply on buses.

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

STUDENT CARS AND PARKING

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

The following rules must be observed by student drivers:

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

GRADE CARDS

Grade cards are issued quarterly and will either be mailed home or handed out at a parent conference.

Grade cards will be held if a student has an overdue book from the library or owes money for lunches, books, etc., until such charges are taken care of.

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

- A - equals excellent work, indication that the student has done work beyond the minimum requirements of the assignment.
- B - equals superior work, indication that at least the minimum requirements of the assignment have been met in a superior manner.
- C - equals average work, indicating that the minimum requirements have been met in a satisfactory manner.
- D - equals inferior work, indicating that the minimum requirements are not being met in a satisfactory manner, although some progress in the work is evident.

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

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

HONOR ROLL

The honor roll will be established by the following guidelines:

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

EXTRACURRICULAR ELIGIBILITY

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

Students failing a class at the end of a quarter will be ineligible to participate in MSHSAA governed extracurricular activities during the first two weeks of the following quarter. If the student is passing at the end of those two weeks he/she will become eligible to participate. Grade checks will be conducted at the end of two weeks, four and one half weeks, six and one half weeks and the end of the quarter. If at any time the student who received an "F" the previous quarter has a failing grade, they will become ineligible to participate for a two week period.

Students receiving an incomplete grade will be ineligible for extracurricular activities until the incomplete grade is removed. Sixth graders promoted to seventh grade and eighth graders promoted to ninth grade will be eligible if they meet MSHSAA guidelines. Examples of activities covered by this rule include district music contest, interscholastic athletic events and cheerleading. In addition, students who are ineligible under this policy will not be allowed to attend school activities that cause the student to leave school during school hours. Seniors must pass all subjects at semester and third quarter in order to go on the senior trip.

ATHLETICS

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

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

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

CHEERLEADERS

Cheerleaders will be chosen by a qualified group each spring for the following school year. A cheerleader handbook is available at the office.

CLUBS, ORGANIZATIONS AND TRIPS

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

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

CRITERIA FOR OFFICERS OF ALL STUDENT ORGANIZATIONS IN THE SCHOOL

The student must have a 90% or better attendance rate for the preceding quarter or have a doctor's excuse explaining why the student was unable to attend. Other reasonable circumstances may be excused as determined by the principal.

The student must be passing in all subjects during the previous semester.

The student is not to have been suspended during the previous semester. The student is not to have had a disciplinary action by the principal during the previous semester.

Dropouts are ineligible until they complete a successful semester.

If at any time during the student's tenure in office the student fails to meet the above criteria the student will be removed from office and the organization shall select a member to fill the vacancy.

SCHOOL PARTIES AND ACTIVITIES

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

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

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

Social activities should be limited to members of the sponsoring organizations unless the sponsor requests otherwise.

In order to attend school dances, high school students must meet the requirements of the "F" rule and must not have been suspended since the beginning of school or since the last dance, whichever time is shorter. Junior high students must meet the requirements of the "F" rule and must not have been suspended since the beginning of school or the beginning of each quarter, whichever time is shorter.

Dropouts in the school year in which they drop out are ineligible to attend school dances unless they re-enroll at the beginning of the second semester and meet all of the above criteria.

HOMECOMING

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

1. The junior and senior class will select two candidates each to run for queen for each event by popular vote. Candidates selected must be eligible to attend the dance. Once a girl is elected queen, she can never be a candidate again. However, a girl who is not elected queen can be selected by her class to run for queen in the same year or in the subsequent year.
2. The queen will be elected by popular vote.
3. Once elected, the queen becomes ineligible to be a queen of either Homecoming or Courtwarming again.
4. The freshman and sophomore class will select one girl each by popular vote who will comprise the homecoming/courtwarming court for each event. These young women may be selected more than one time for the court.
5. The sports teams will provide escorts.

COURTWARMING

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

JUNIOR-SENIOR PROM

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

The prom prince and princess will be selected by the faculty.

SENIOR TRIP

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

VALEDICTORIAN-SALUTATORIAN

The Valedictorian and Salutatorian will be the students who have the highest and second highest grade points in their class. The grade point will be figured on eight semester grades.

CLASS RANK

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

BACCALAUREATE

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

GRADUATION

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

ASSEMBLIES

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

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

BULLETIN BOARDS

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

PERMIT TO USE BUILDING

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

TELEPHONE

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

Students using a cell phone during the school day will have the phone turned into the office and can pick it up at the end of the day for the first offense. A second offense will result in an ISS and a parent must pick up the phone. Third and subsequent offense will result in out-of-school suspension.

VISITORS

All visitors must report to the office upon entering the school grounds. Visitors in the school will not be admitted to classes or to the library without a visitor's pass from the principal's office. Visitors will be limited to one class period. There is no restriction on parent visits.

YEARBOOK

Each year a yearbook entitled Indian Scout shall be published. The yearbook staff shall be composed of students who are enrolled in the journalism class.

IMMUNIZATIONS

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

COMPUTERS

The Osceola School District has provided computers to be used by students for an educational purpose. Before a student is given an account, the student and parent must sign the following computer use agreement. Failure to abide by the agreement will result in loss of use of the computers. A release paper must be signed before the student work can be published on the school web site. The use of personal email in any form is prohibited.

Osceola Public Schools
TECHNOLOGY USAGE AGREEMENT



Student

I have read the Osceola School District Technology Usage Guidelines and agree to abide by these provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs and any other history of use. I consent to district interception of or access to all communications I send, receive, or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Signature of Student

Date

Printed Name of Student

Password (keep private)

Parent/Guardian

I have read the Osceola School District Technology Usage Guidelines. I understand that violation of these provisions may result in disciplinary action taken against my child, ward, or child within my care, including but not limited to suspension or revocation of my child's or ward's access to district technology, and suspension or expulsion from school.

I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including but not limited to accessing browser logs and any other history of use. I consent to district interception of or access to all communication sent, received, or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from the use of the district's technology resources by my child, ward, or child within my care. I agree to be responsible for any damages incurred by my child, ward, or child within my care.

I give permission for my child or ward to utilize the school district's technology resources.

I give partial permission for my child or ward to utilize the school district's technology resources.

I do not wish for my child or ward to utilize: _____

I do not give permission for my child or ward to utilize the school district's technology resources.

Signature of Parent/Guardian

Date

Osceola Public Schools



TECHNOLOGY USAGE GUIDELINES

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

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

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

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

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

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

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

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

For further information, see Board Policy KL-AP.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

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

EMERGENCIES

FIRE REGULATIONS

Warning system will be one of the following:

1. Loud Klaxon
2. Intercom
3. Runners
4. Phone

Students are to carry nothing with them, walk out and refrain from talking.
Main building -- turn right or left and leave by nearest unlocked exit.

Earthquake

Warning not possible at this time.

Remain in room. Get under desks, tables, chairs or benches. Cover your head with your arms and hands.

Tornado Alert

The warning system will be one of the following:

1. Continual rings
2. Intercom
3. Runners
4. Phone

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

Main Building:

- Room 101, 102, 103 go to room 104.
- Rooms 105, 107 go to room 106.
- Rooms 201 and 202 go to room 204.
- Room 203 go to room 206.
- Rooms 205, 207 and 209 go to rooms directly across the hall.
- Rooms 104, 106, 204 and 206, remain in room.
- Gym proceed to east side dressing rooms.

Commons Area:

- The student at the 3 tables nearest the kitchen should proceed to the small dressing rooms via the hallway which leads south.
- The students at the next 3 tables should proceed to the library.
- The students at the last 4 tables near the high school office should proceed to the restrooms and room 106, the English room.

Technology Building:

- Proceed to small inner rooms.

Accidents

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

FIRE	646-2234
SHERIFF	646-2522
HOSPITAL	646-8181
AMBULANCE	646-8150