

# Otterville High School & Jr. High Student/Parent Handbook 2018-2019



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This Planner Belongs To:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_

## **MISSION STATEMENT**

The mission of Otterville School District R-VI 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.

*The mission of Otterville High School is to empower students  
to conquer tomorrow's challenges.*

## **GENERAL INFORMATION**

### **GUESTS/VISITORS**

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.**

### **SCHOOL HOURS**

School begins at 8:06 a.m. and dismisses at 3:00 p.m. Students should not arrive at school before 7:30 a.m. unless they are participating in an early morning activity. Students who arrive prior to 7:30 will not be supervised. Breakfast will be served from 7:40-8:00AM. All students are expected to gather in the high school gym after 7:40am bell. Student that arrive before the 7:40am 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, and **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 3:10 p.m.

### **BREAKFAST/LUNCH POLICY**

Otterville R-VI serves breakfast and lunch for all students and staff. Meal prices will be announced at the beginning of the school year. 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. 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.

### **LOCKER USE/ PARKING LOT AGREEMENT**

The lockers and parking lot are the property of the Otterville School District, which retains ownership and control of them. The parking lot and/or lockers are subject to search at any time with or without consent and with or without a warrant by the superintendent, principal, and/or an administrative designee.

Students who drive or might drive to school are required to have a student vehicle parking agreement signed and on file in the principal's office. Vehicles on school property may be searched if reasonable suspicion warrants. 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 west parking lot in spaces designated for parking. Parking spots are not reserved. When students arrive to school, they are enter the school building. If the student needs to return to the parking lot, the student needs permission from and be supervised by a staff member. No loitering in the parking lot.

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.

## **STUDENT DIRECTORY INFORMATION**

Please be advised that the Otterville School District will release “Directory Information” concerning your child upon request. This will include the following information: the student’s name, address, birth date, parents’ name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received photographs and other similar information. This public notice of directory information is required by law before such information can be placed in yearbooks, student directories or student publications or released to newspapers recognizing awards or posted on the school’s website. If you do not want this type of information about your child released or posted on the school’s website, please state your wishes in writing to your child’s principal within ten days of receiving this notice. A Directory Information notice page is found in the student handbook and is completed and returned to the office at the beginning of the school year or upon enrollment in the district.

## **SEEKING SOLUTIONS**

### **PUBLIC CONCERNS**

The board recognizes that situations of concern to parents, guardians or the public may arise in the operation of the district. Such concerns are best resolved through communications with the appropriate staff member, teacher, principal or superintendent.

The following steps are proper procedure:

1. Matters concerning individual students, teachers, coaches should first be addressed to the teacher or coach.
2. Issues not satisfactorily resolved with the teacher or coach should be discussed with the principal/Athletic Director.
3. Issues not satisfactorily resolved by discussion with the principal/supervisor may be brought to the superintendent.
4. If the complainant is not satisfied with the superintendent's decision, the complainant may file a grievance with the board through the superintendent at the next regular board meeting.

Upon receipt of a written signed statement of grievance and/or request for a hearing, the board will ask for written reports pertaining to the problem from, (a) the person against whom the complaint is lodged, (b) the school administrator involved, (c) the superintendent, and (d) the complainant, in advance of the meeting.

If the board approves a hearing, the date for such hearing will be set, and the superintendent will advise the complainant.

## **EMERGENCY PROCEDURES**

### **TORNADO**

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

### **FIRE**

The fire alarm will be 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.

## **ACADEMICS**

### **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.

Otterville offers I-TV classes to meet the credit needs of student's personal programs of study. I-TV students are held to the same and higher behavior expectations and consequences as classes taught on campus. Dual credit classes are also available for those students meeting the requirements for those classes. Students enrolled in dual credit classes will have a minimum of 3.0/4.0 AND an ACT test score on file before students may enroll for dual credit courses. Variation to dual credit enrollment requirements may be made with administrative approval.

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. He/she is responsible for making up any work missed during those days. Students wishing to make schedule changes to their I-TV classes must do so prior to the I-TV class meeting for the third (3<sup>rd</sup>) time. Students enrolled in the class at the time of the third (3<sup>rd</sup>) I-TV class will remain enrolled in the class for the duration of the class.

### **GRADING SCALE**

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
59% and below F		0.000

Each quarter will weigh as 45% of the semester grade; final exam or EOC Exam will weigh as 10%. 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, Chemistry, Anatomy and Physiology, Physics, Accounting, and any dual-enrollment class taken through I-TV or at SFCC.*

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.

## GRADUATION REQUIREMENTS

Communication Arts	4	Physical Education	1
Mathematics	3	Health Education	1/2
Science	3	Personal Finance	1/2
Social Studies	3	<u>Electives</u>	<u>7</u>
Fine Arts	1	<b>Total</b>	<b>24</b>
Practical Arts	1		

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.

## 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 documentations to the guidance 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.

## **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:

1. 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.
2. Must have satisfactory attendance throughout the school year at both Alt. Ed/Otterville R-VI and MO Options Program.
3. Must pass all his/her Alt. Ed./Otterville R-VI required classes during program participation.
4. Must not have any disciplinary situations that result in suspensions.
5. Must satisfactorily complete MO Options class work and pass the Mo Options exam.
6. 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 Vo-tech, students are excused to leave as soon as the bus arrives back at school in the afternoon. Students who remain at school until 2:50 are not to interrupt any classes during this time.
- 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 11:00.
- 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 a one-hour after school detention. If it is the student's second offense, he/she will be assigned a four hour Saturday School.
- On the third offense, the student will be removed from CTC and enrolled in the general curriculum of the Otterville School District.

## **TEXTBOOKS**

We are a semi locker-less school. This involves us sending a set of core subject textbooks home with the student at the beginning of the school year. These books are to stay at home during the school year and will be collected back at the end of the school year. The parents/guardians will be responsible for the books and they should be returned in appropriate condition. If not, then the parent/guardian will take financial responsibility for the books issued to their child.

All textbooks are issued without charge to students for their use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement fee.

## **DIRECTED HELP**

Completing work for classes is essential for student success. Any student whose grade falls to an "F" will be required to serve Directed HELP sessions from 3:05-3:35 PM on day(s) assigned by the teacher until the next grading period. Teachers will contact the parent(s)/guardians either in writing or by phone before the Directed HELP session is to be served. Students involved in activities and/or athletics will have to fulfill their Directed HELP obligation before they can attend practice.

Failure to serve a required HELP session will be treated as failure to serve a detention, per the Student Discipline Code in this handbook. Parents are responsible for arranging transportation.

## **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 two times (2x) the number of school days they were absent to complete make-up work. 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.

## **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. However, the student must complete the assignment during required Directed Help attendance every day until the assignment is completed.

## **SEMESTER EXAMS**

All students 9-12 will be required to take comprehensive 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.

## **GRADE CARDS**

Grade cards are sent home at the end of each quarter with all students. First and third quarter grade cards will be handed to parents during Parent-Teacher Conferences. Progress Reports are sent home almost every two weeks.

## **STATE WIDE ASSESSMENTS**

All students will participate in statewide assessments. The administration will annually develop an assessment schedule for the current school year, which will list the assessment instrument to be administered and the students who will be tested or assessed. A copy of this policy and the assessment schedule will be available to the public in the Otterville R-VI School District office during normal business hours.

## **TEACHER CONFERENCES**

Conferences with teachers may be set up through the school office. A conference may be held at parent, teacher, or administrator request. A scheduled parent/teacher conference will be held following the first and third quarters of the school year.

## **RETENTION/SUMMER SCHOOL**

Any seventh or eighth grade student who fails two core subjects two consecutive semesters (language arts, science, social studies, and mathematics) will meet with the core teachers, parents, counselor and administration to consider the most appropriate placement for the next year. The parents and school personnel will all sign in agreement for the recommended placement for the following school year. The failing grades will remain in the student's permanent records; however, the records will also indicate a pass/fail grade for the summer session. Any behavior infractions during the summer school program will result in automatic dismissal from summer school, and the student will be retained.

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 ½ credit in summer school. Students may earn a maximum of one (1) credit during summer school each year.

## **ATTENDANCE** **ATTENDANCE POLICY**

Progress in a course, including attendance habits, becomes a part of the permanent record. Attendance is one item of information most often requested by prospective employers. Classroom interaction from the lesson can never be replicated and students absent that day cannot regain that instruction. Research has proven that successful students have a high attendance percentage. However, illnesses and appointments do occur which may require a student's occasional absence. 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.

1. 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.
2. 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)
3. For students in grades 7-12, an absence will be classified as a class period where the student is not present.
4. 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. Parents should call (660-366-4621) or e-mail ([mwalje@ottervillervi.k12.mo.us](mailto:mwalje@ottervillervi.k12.mo.us)) to notify the school of the student's absence by 9:00 a.m. A call will be made to check child safety if the school hasn't heard from a parent by 9:00 a.m.
8. Upon the student's return, if phone or email contact was not made, a note from the parent/guardian is required the day the student returns to school. Unless such contact was made, the student will be allowed to make up work missed during that absence but the credit amount may be at the discretion of the teacher and administrator. Upon returning to school, students must secure an admit slip from the office before first hour.
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**

1. An allowable absence does not count towards the student's six (6) absences per semester.
2. 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.



3. 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.
4. 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 program.

### Attendance Violation Procedures

1. When a student reaches four (4) absences, a letter will be sent home indicating the student's attendance status.
2. 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 seven (7) absences in a semester, a doctor's note and administrative approval is needed for student to turn in missed work for full credit. If the absence is not approved, the student will be assigned to attend three (3) sessions of directed help for every one (1) absence in order to turn in work for credit. Directed help will be assigned on a 3 to 1 ratio for every non-doctor verified absence after seven (7).
4. High school students missing a single class or classes in excess of nine (9) days per semester will not be awarded credit for that class or classes. Junior high students will receive a 2% grade reduction for each absence past nine (9).
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 nine (9) 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.

## ACTIVITIES

### **STANDARDS FOR PARTICIPATION IN EXTRA-CURRICULAR CONTESTS/EVENTS**

Students participating in MSHSAA athletics and activities must comply with all MSHSAA policies regarding students, including academic eligibility, yearly physicals, citizenship, etc. A complete set of MSHSAA policies is available in the school office. MSHSAA academic eligibility is based on the number of credits earned each semester and is effective for one full semester.

### **LOCAL ELIGIBILITY STANDARDS**

In addition to MSHSAA academic standards, the Otterville Board of Education has set additional academic standards which must be met by all students enrolled in the Otterville School District in order to be eligible to participate in any extracurricular or co-curricular activity; including but not limited to cheerleading, athletics, academic, FBLA, FFA, and music contests or activities.

#### General Eligibility Provisions

1. Student eligibility will be determined with grading periods using progress reports (every two weeks) and at the end of each quarter or semester. Academic Probation and Ineligibility will go into effect on the day following the last day of the grade-reporting period. Students must continue with Directed Help until the next grading period. Eagle Pride Time will not count as Directed Help.
2. Summer school courses may count toward academic eligibility only if the class is required for graduation.
3. All students must also maintain good citizenship in the school and community. A participant in any activity may not use, possess, or distribute drugs, alcohol, or any item represented to be such. A participant in violation of this rule will be suspended from all team/group performances or activities for the remainder of the season or scheduled events. (Policy 2922)
4. Any exceptions will require administrative approval.

### Academic Probation (One F)

5. Any student receiving an F will be placed on Academic Probation until the next grading period.
6. Academic Probation is defined as a student having one (1) F for the grading period.
7. Students on Academic Probation will not be allowed to participate in any school extra-curricular activities that would remove the student from class. If the trip is part of the class grade for a co-curricular class, a student on Academic Probation WILL be able to participate in the activity.
8. If the trip is part of a co-curricular class, but will not be used as a grade for the class, a student on Academic Probation will not participate in the trip.
9. If the student is receiving an F in the co-curricular class for which the graded trip/activity would remove the student, the student will remain at school and complete an alternative assignment for credit instead of participating in the trip/activity. If the student is receiving the F in a class other than the co-curricular class, the student may be able to attend the trip/activity with sponsor and administrative approval. The student must complete the requirements set forth by the sponsor and administrator prior to attending the trip/activity.
10. Students on Academic Probation are REQUIRED to attend directed help on a daily (or scheduled) basis for the class with the failing grade until the next grading period. Participation in practice is not an excuse for missing directed help and missing a scheduled directed help will require the student to miss practice to attend additional directed help.
11. Students receiving one (1) F for a class for a semester will remain on academic probation until the next grading period and may continue participation under Academic Probation guidelines provided the student has received credit for 80% of the full time enrolled core classes.

### Academically Ineligible

12. Students having more than one F for the grading period are Academically Ineligible.
13. A student who is Academically Ineligible (more than one F) will NOT attend co-curricular trips whether during the day or after school. An alternate assignment with comparable value will be provided to be completed at school while the rest of the class is participating in the activity for activities taking place during school hours.
14. Academically Ineligible students may practice with teams/activities, but may not compete with the team/organization until the next grading period.
15. Students who are Academically Ineligible are REQUIRED to attend directed help on a daily (or scheduled) basis for the class with the failing grade until the next grading period. Participation in practice is not an excuse for missing directed help and missing a scheduled directed help will require the student to miss practice to attend additional directed help.

## **DANCE POLICY**

There are several 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 ELIGIBILITY**

Any high school or middle school student who incurs three or more disciplinary penalties, level three or above, will be ineligible to attend class field trips for the remainder of the semester. 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.

## **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.

## **STUDENT COUNCIL GUIDELINES**

A. No student may be considered for membership if he/she:

1. Failed a class the fourth quarter of the previous year.
2. Received ISS or OSS the previous year.
3. Has been convicted of a crime.
4. Was sent to the office more than twice and incurred disciplinary penalties at level three or above during the previous year.
5. Lost credit due to absenteeism.

B. Elected members shall be removed from Student Council if they:

1. Fail a class.
2. Receive ISS or OSS.
3. Are convicted of a crime.
4. Are sent to the office more than twice and incur disciplinary penalties at level three or above.
5. Lose credit due to absenteeism.

C. Member's rights

1. Student Council members have the right to appeal any grounds for removal to the sponsor.

## **CLASS OFFICER AND ROYALTY CANDIDATE GUIDELINES**

No student may be considered for a candidate position if he/she:

1. Is Academically Ineligible
2. Was sent to the office more than twice and incurred disciplinary penalties at level three or above during the school year.
3. Served an Out-of-school suspension.
4. Has ever been convicted of a crime.
5. If selected to be a candidate and any of the above occur before/on the date of the crowning, the candidate will be asked to step down and the class will select a replacement.
6. Once crowned as Homecoming royalty, a student will not be eligible to be a candidate for the same honor the following year.

## **NATIONAL HONOR SOCIETY**

### **Membership**

Selection for membership will take place at the end of each semester. Juniors and seniors are eligible for selection first semester, sophomores and juniors second semester. Selection is based on national guidelines and includes the following three components.

1. To be eligible, students must have a GPA of 3.0
2. Students meeting the GPA criteria are evaluated by the NHS teacher review committee. Students must receive an 80% approval from the committee. The committee is made up of no less than five (5) certified staff members.
3. Students who have been approved by the committee will then be inducted into the organization.

### **Guidelines**

1. No member can have a GPA below 3.0
2. An office referral resulting in Out-of-School suspension will automatically be put on probation and will be grounds for removal from NHS.
3. An office referral resulting in an In-School suspension will be reviewed by the faculty committee to determine the member's standing in NHS as approved by the administration.
4. Any NHS member who has been subject to the plagiarism policy will be removed from NHS.
5. Any NHS member who has been sent to the office more than twice and incurred disciplinary penalties at level three or above will be removed from NHS.

### **A+ PROGRAM**

OHS has established an A+ Program. Students who enroll in this program and meet the required criteria will be eligible to receive tuition assistance for 6 semesters at a Missouri community college or tech school.

Those criteria include:

- Three years of attendance at an A+ high school
- 95% attendance rate throughout high school
- Maintain a minimum GPA of 3.0
- Provide 50 hours of tutoring or mentoring for other students
- Score Proficient or Advanced on Algebra I EOC (see A+ Coordinator for exceptions)
- Adhere at all times to the Code of Conduct

### **Code of Conduct**

- Any A+ student who is sent to the office for discipline violations at Level Three or above more than two times during the school year will be removed from the A+ program. Discipline violations at Levels One and Two do not count towards the discipline violations.
- Any A+ student who is in In-School-Suspension more than two times during the school year will be removed from the A+ program.
- Any A+ student who must serve an Out-of-School-Suspension will automatically be put on probation and will also be grounds for removal from the program.
- Any A+ student accused of plagiarism will be given one warning. The next occurrence of plagiarism will result in removal from the A+ program.
- Any A+ student convicted of a crime will be removed from the A+ program.

Each year, students will begin with a clean slate. For example, if a student receives two office referrals in a given year, at the beginning of the next school year they will start fresh. However, if a student is removed from the program in any given year, they are permanently out and will not be allowed to re-enroll in the program. Students and/or parents who disagree with a removal may address the matter with the A+ Appeals Committee. If the matter cannot be resolved with the committee, it can eventually be brought before the school board.

## **HEALTH SERVICES**

### **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, 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 <https://www.ottervillervi.k12.mo.us>. Questions or concerns about the District's wellness plan should be directed to Kim Oelrichs, Superintendent at [koelrichs@ottervillervi.k12.mo.us](mailto:koelrichs@ottervillervi.k12.mo.us) or Christie Thierfelder, School Health Aide at [cthierfelder@ottervillervi.k12.mo.us](mailto:cthierfelder@ottervillervi.k12.mo.us)

### **HEALTH AIDE**

A full-time health aide working under the direction of an RN is provided by the district. All medications must be submitted to the school health aide upon arrival at the school. A doctor's prescription is required in order for the aide to administer any medication. All significant accidents and injuries must be reported to the nurse before the student will be released from school.

### **STUDENT INSURANCE**

Parents may purchase student insurance if so desired. This option is available for a nominal cost at the beginning of each school year or upon a new student's initial enrollment. When a student insured under this plan is injured, he/she may request a claim form from the superintendent's office. This form must be completed by the parent and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

### **COMMUNICABLE DISEASES ABSENCE GUIDELINES**

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 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.

## **ILLNESS DURING SCHOOL HOURS**

The school nurse is required to send a student home with a fever over 100F 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.

## **MEDICATION**

All medications, including over the counter and prescriptions, must be sent in the original container and must be submitted to the school health aide upon arrival at school. Additionally, parents need to send a hand-written request with the medication stating the last time that the medication was given as well as time and dosage information. The school health aide or designee has the right to refuse to administer any medications that do not follow the recommended dosage. No school personnel can supply any medication, including over the counter medicine such as Tylenol.

The parent/guardian will fill out and sign the proper consent forms for the school to comply with the prescription orders. The Otterville R-VI School will NOT administer the first dose of any medication.

## **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.

## **GUIDANCE**

### **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.

## **TECHNOLOGY**

### **INTERNET/COMPUTER USE**

Student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of students and by students themselves.

Misuse of these resources will result in a revocation of computer use privileges. Students must have a teacher present to access the Internet. Students will not be able to use email unless for class use. Penalties will exist for students who corrupt any aspect of school computers including but not limited to changing wallpaper, display modes, and icons on the desktop.

### **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.

## **DISTRICT WEB SITE**

Information about Otterville School can be found at the school web site, [www.ottervillervi.k12.mo.us](http://www.ottervillervi.k12.mo.us).

## **STUDENT CONDUCT**

### **STUDENT SCHOOL HOURS**

School begins at 8:06 a.m. and dismisses at 3:00 p.m. Students should not arrive at school before 7:30 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, and **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 3:10 p.m.

### **TARDINESS**

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

- 3 tardies per class equal one 30-minute detention.
- 6 accumulated tardies equal one 60-minute detention.
- Additional absences will be dealt with as truant behavior and the Student Discipline Code may apply.
- A student missing more than 20 minutes of a class will be counted absent for the class period.

### **BEVERAGE MACHINES**

Water and other approved beverages are available in the beverage machines. The machines are to be used before or after school, at lunch, and between classes only. They are not to be used during class time. Teachers may exercise discretion in allowing or not allowing beverages in class. Privileges for beverage machine use may be taken away if policies are not followed.

Opened containers may not be brought into school. Opened soda and energy drinks are not to be carried into the building or consumed during lunch. Closed soda and energy drinks brought into school must have a lid and may not be larger in volume than what is offered at school. Students are allowed to have water bottles or containers, but the containers must be clear (or clear lid) and must have a lid. Exceptions are made only with administrative approval.

### **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.

### **ELECTRONIC DEVICES**

Electronic devices such as cameras, tape or CD recorders/players, MP3 players, Ipods, laser pointers, hand-held games, etc. are frequently sources of disruption. Use of such an item during the instructional day is strictly limited to classroom use as approved by the teacher. In addition, headphones must be worn any time audio devices are in use during allowed times. In order to ensure student safety, students are to have one ear free from headphones outside of class time. Volume in headphones should be at a level, which should not be noticeable by others nearby. Please note, the school and its employees are not responsible for damage or loss of electronic devices brought to school.

### **PUBLIC DISPLAY OF AFFECTION**

School is not the time or the place for displays of affection; physical contact (except short hugs, handshakes, high fives, etc.) between any two individuals is not allowed in the school building or during school-sponsored activities.

### **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.

## CELLULAR PHONES

Cell phones, while an integral part of today's society, can be disruptive to the educational process. Therefore, all cell phones must be turned off/silenced during class time unless the teacher allows them to use them in class. Students will be allowed to use their phones between classes and during lunch. If student are not allow to have them out during any part of class, then the cell phone should not be visible. All phones are to be shut off/silenced and placed in the safe place.

**First Offense:** Student directed to place cell phone on teacher's desk until the end of the hour.

**Second Offense:** Student directed to place cell phone on teacher's desk and must be picked up at the end of the day in the principal's office. A detention will be assigned upon picking up the phone in the office.

**Third Offense:** Student directed to place cell phone on the teacher's desk and may be picked up at the end of the day in the principal's office. ISS will be assigned for the following day upon pick up.

**Any subsequent violations:** Can result in 1-5 days of Out of School Suspension at the discretion of the administration.

Please note, **cell phones, cameras, and all other recording devices are prohibited in locker rooms and restrooms at any home and away restroom or locker rooms.** This policy is designed to minimize disruptions to the educational process and to eliminate potential legal issues for students. Please note, the school and its employees are not responsible for damage or loss of electronic devices brought to school.

## DRESS CODE

All school staff members reserve the right to counsel students in the manner of dress and grooming. Clothing, hair, or accessory items that may disrupt the educational environment are not allowed. This includes, but is not limited to, items that depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words, or clothing that exposes the body inappropriately. The following are a few guidelines for student dress:

1. Cut-off shirts above the waist, transparent shirts, muscle shirts, and self-made sleeveless shirts are prohibited at all times. Pants, shorts, shirts and blouses must reach the waist.
2. Pants, sweats, shirts, shorts, or jeans with holes that create an inappropriate appearance or that are distracting are prohibited. Clothing should not reveal breasts, butt, boxers, bra's or belly.
3. Shorts/Skirts may be worn, providing that the following guidelines are used:
  - A. Shorts must extend be below the longest fingertip when the student is standing with his/her shoulders in a relaxed position
  - B. Skirts length must reach within 5 inches of knee cap.
  - C. No tight shorts or leggings such as spandex, spandex lace, or tight sweats are permitted unless worn under a pair of shorts or with a shirt/sweater which amply covers the butt.
4. No face paint, hair paint, pajamas or house slippers should be worn unless receiving the permission of administration.

The administration's determination of dress code violations will be final. Students determined to be in violation of the dress code will be asked to change clothes or wear alternative clothing provided by the school. If students need to go home to change clothes, the time they are gone will be considered an unexcused absence. Refusal to comply or repeated offences will lead to implementation of the student discipline code.

During school hours, head attire will not be worn in the building unless permission is granted by the administration for needed exceptions. Head attire that has not been approved may be taken away by any school personnel and sent to the office.

## PLAGIARISM/CHEATING

Plagiarism/Cheating is the inappropriate means of completing, or helping another student complete, schoolwork. Plagiarism is misrepresenting another work as one's own, whether it is another person's ideas, words (including translators), lyrics or images from a print source or the Internet. Both are serious offenses and can result in failure or a zero for an assignment (a zero on a major assignment can result in a course failure). Whether high-tech or low-tech, plagiarism will occur if the original authors have not been given credit. Teachers will instruct students in appropriate research and citation procedures. The consequence for cheating or plagiarism will be a score of zero on the assignment/test/project and the assignment of a detention to be served at the administration's discretion. Students found to be in violation of this provision will be ineligible for Valedictorian or Salutatorian honors.



## **DISCIPLINE**

### **STUDENT DISCIPLINE CODE**

The student discipline code is designed to develop student responsibility, respect for the rights of others, and to insure the orderly operations of the school. All school district employees are authorized to hold every student accountable for any disorderly conduct in school or on school property, on any school bus going to or returning from school and during school-sponsored activities or field trips.

No discipline code can be expected to list every offense that will result in the imposition of a specific penalty. Nor can a discipline code anticipate all the conditions, attitudes and circumstances involved in individual disciplinary infractions. Consequently, this list of violations and disciplinary actions or penalties is not all-inclusive. In addition, note that disciplinary problems not corrected at lower levels may require unlisted responses. The building principal may choose to deviate from the discipline code if it is felt to be warranted in the principal's judgment. Multiple infractions will be cumulative and may lead to more serious consequences. Additionally, with regard to any misconduct that constitutes a violation of local, state, or federal law, school officials may, at their discretion, choose to notify appropriate law enforcement agencies. The code is applied to all students in the Otterville R-VI School District, grades 7-12.

The Juvenile Justice Act of 1995 allows a school to suspend a student up to 180 days if he/she is charged for certain offenses.

In keeping with the educational mission of the schools, the following list of disciplinary responses is designed to discourage and correct inappropriate behaviors. All school personnel are authorized to take actions listed under First Level. Teachers may take actions listed in Levels One and Two. Levels Three and Four require administrative credentials and Level Five is reserved for the superintendent of schools. Level Six is reserved for the Board of Education.

#### 1. Level One

Disciplinary actions include:

1. Direct instructions and orders.
2. Verbal reprimands and conference with students
3. Physical restraint appropriate to the situation
4. Contact with parent/guardian

#### 2. Level Two

Disciplinary actions include:

1. Parental conference
2. Isolation from others
3. Restricted privileges
4. Contact with parent/guardian
5. Lunch detention
6. After school detention with teacher
7. Physical activity

#### 3. Level Three

Disciplinary actions include:

1. 60-minute detention
2. Service detention
3. In School Suspension
4. 30-minute office detention
5. Physical activity

#### 4. Level Four

Disciplinary actions include:

1. Suspension from school – up to 10 days, during which the student will receive no credit for work missed.
2. Possible satisfactory re-admittance conference with parent/guardian and the principal and the student.

#### 5. Level Five

Disciplinary actions include:

Suspension by the principal and referral to the superintendent of schools for further action. This includes long-term suspension (up to 180 school days) and/or recommended expulsion.

#### 6. Level Six

Disciplinary actions include:

Expulsion from school. Expulsion from school requires an affirmative vote by a majority of the Otterville R-VI Board of Education.

ISS may be served in a variety of locations with supervision from school personnel as fits the needed circumstances. ISS may include physical activity, service projects, reading and/or reports. Teacher may assign classroom detentions for their own classrooms and have students serve them any day of the week. Administrative assigned detentions can be 30-minute or 60-minute detentions and depend on the issue. Administrative assigned detentions will be served on 1<sup>st</sup> day of each week (usually on Monday).

**STUDENT DISCIPLINE CODE**

	<b>First Offense</b>	<b>Second Offense</b>	<b>Subsequent Offenses</b>
<b><i>VIOLATIONS AGAINST OTHERS</i></b>			
<b>Assault and/or Battery</b> Attack on another student that is not mutual in nature or which is particularly brutal or sexual contact that is not mutual in nature. Legal authorities may be contacted.	4-5	6	
<b>Fighting</b> Mutual combat in which both parties have contributed to the conflict by provocation or physical action.	4	4-5	5-6
<b>Weapons (possession)</b> A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device (real or look-alike) used to inflict physical injury or harm to another person. Examples: chemical spray, knives, electronic shock devices, guns, pyrotechnics, martial arts paraphernalia; as defined by Missouri's Safe Schools Act.	5-6	6	
<b>Weapons (use)</b> Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school. In accordance with federal law (USC 921) any student who brings or possesses a firearm will be suspended from school for at least on calendar year. Missouri's Safe Schools Act will apply. Suspension may be modified on a case-by-case basis upon recommendation by the superintendent.	6		
<b>Abuse to staff/ Disrespect</b> Disrespectful language or conduct directed to a staff member (arguing, mimicking, profanity, etc.)	2-4	3-5	5-6
<b>Abuse to staff of a threatening nature</b> Disrespectful language and/or conduct to a staff member that is threatening in nature, including refusal to leave an area when so directed.	4-5	5-6	6
<b>Threatening/Intimidation</b> This may include verbal, written, or physical aggression.	1-4	2-5	4-6
<b>Bullying</b> (See page 20 for definition)	1-4	2-5	4-6
<b><i>VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY</i></b>			
<b>Attendance under the influence</b> of controlled substances or alcoholic beverages.	5	6	
<b>Possession or use of controlled substances</b> , alcoholic beverages, or substances to be represented as such.	4-5	5-6	6
<b>Sale or distribution of controlled substances</b> , alcoholic beverages, or substances to be represented as such.	5	6	
<b>Possession of drug paraphernalia</b>	3-4	4-5	6
<b>Possession or use of tobacco.</b>	4	4	4-5

<b><i>VIOLATIONS AGAINST PROPERTY</i></b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Subsequent Offenses</b>
<b>Extortion</b> Threatening or intimidating any student for the purpose of, or with intent of, obtaining money or anything of value from the student.	3-4	4-5	5-6
<b>False Alarm</b> Knowingly cause a false alarm or emergency warning.	3-5	5-6	6
<b>Theft</b> Stealing or attempting to steal private or school property.	2-4	3-5	4-6
<b>Willful damage to or abuse of school or student property</b> If arrangements cannot be made for replacement or return of items, law enforcement officials may be contacted.	3-5	4-6	6
<b><i>VIOLATIONS AGAINST GOOD ORDER AND EDUCATIONAL PROCEDURE</i></b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Subsequent Offenses</b>
<b>Truancy</b>	3	3-4	4
<b>Leaving class or building w/out permission</b>	2-3	3-4	4
<b>Careless driving</b>	2-3	3-4	4
<b>Failure to follow bus rules</b>	1-4	4	5
<b>Cheating</b>	1-3	3-4	3-5
<b>Oral or written false statements and/or misrepresentation</b>	2-3	3-4	4-5
<b>Defiance and insubordination</b>	1-4	3-4	4-5
<b>Students convicted of a felony criminal act</b>	3-6	3-6	3-6
<b>Failure to serve an office detention</b>	3	3-4	4-5
<b>Failure to serve a detention assigned by a teacher</b>	3	3-4	4
<b>Removal from class by a substitute teacher</b> <i>In addition to the prescribed penalty for inappropriate behavior</i>	2	3	4
<b>Failure to serve Saturday School</b>	3	4	4-5
<b>Inappropriate cell phone or camera use.</b> Items will be confiscated in addition to noted penalties.	1-4	3-5	3-6
<b><i>VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER</i></b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Subsequent Offenses</b>
<b>Use of profanity, verbal, written, or symbolic</b>	1-3	2-4	3-5
<b>Use of language that is disparaging or demeaning to others</b>	1-3	2-4	3-5
<b>Inappropriate use of technology</b>	1-6	1-6	1-6
<b>Disorderly Conduct</b> (Conduct or speech, be it verbal, written, or symbolic, which substantially disrupts classroom work, school activities, school functions, or simply talking in class when told not to do so).	1-3	2-4	3-5
<b>Inappropriate displays of affection</b>	1-3	2-3	3-4
<b>School dress code violation</b>	1-3	2-3	3-4

**Multiple Infractions will be cumulative**

## **BULLYING**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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 acts of bullying.

Cyberbullying means bullying as defined above 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. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted. Moreover, the District will provide training for employees and students relative to enforcement of this policy.

## **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.

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.

## **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. "Fair Use" for educational purposes usually allows for small portions of cited work(s) (approximately 10% of an entire work) as long as there is no commercial use.

## **SPECIAL SERVICES STUDENTS**

The Otterville R-VI School District requests your help in locating all handicapped children and youth from the ages of birth through twenty years of age who reside in the Otterville R-VI School District. We request information regarding the child's name, parent or guardian's name, child's birth date and type of handicapping condition, if known.

Public law 94-142 then requires the school district to provide to all children attending public or private schools identified as handicapped, ages three through twenty, free appropriate special education and related services sufficient to meet their needs in the least restrictive environment.

Handicapped includes children identified as mentally retarded, learning disabled, behavior disordered, speech, language, articulation, fluency, or voice disorders, visually impaired, multi handicapped, deaf, blind, autistic, early childhood special education or traumatic brain injury.

All information and records are confidential and access to the records by any unauthorized person without parent consent is forbidden. Parents/guardians have the right to inspect any information on file for their child and may appeal the content of such records.

Parents who feel the district is in violation of the Family Education Rights and Privacy Act may register a complaint with the U.S. Office of Education. A more complete listing of services provided to children, and the rights and provisions of the Americans with Disabilities Act (Title 2), and Section 504 are on file at the office of the superintendent and the building level offices.

The Otterville R-VI School District provides services on a nondiscrimination basis. If you feel you have been discriminated against because of your race, color, sex, religion, national origin, age, or disability, you may file a complaint with the Department of Social Services, Office for Civil Rights (1-800-776-8014)

**If you need more information concerning Public Law 94-142, the Americans with Disabilities Act, or Section 504 please contact Kim Oelrichs at 660-366-4391. If you feel you have been discriminated against or have a grievance, you may file a complaint at the Otterville R-VI School District at 660-366-4391.**

## **SPECIAL SERVICES STUDENTS--DISCIPLINE**

Special Services children are not exempt from the disciplinary code or from the Disciplinary Actions for Student Misconduct. They are not entitled to participate in programs when their behavior significantly disrupts the education of the other children in the program.

A Special Services student may be temporarily suspended during the time a review process is taking place if the student is endangering him/herself or others.

Review procedures: The administration and the child's teachers will review the student's special education placement to determine whether:

- the behaviors which may lead to suspension are related to the child's disability
- the special education placement is appropriate.

If the review team determines that the behaviors are not related to the disability, the services being provided are appropriate, the school may suspend the student for up to ten days and then return him/her to the same

placement. Normal district procedures will then be followed. A change in placement may need to be made to meet the needs of the student.

If the behaviors are related to the disability, then the district must conduct a review of the IEP to determine whether an alternative placement is needed. The district then would provide alternative special education services based upon the revised IEP, with all procedural safeguards.

For complete handicapped discipline guidelines, see the Board Policy Manual.

## **LEGAL NOTICES**

### **POLICY CHANGES**

Students and parents are notified of board policy changes through handouts, verbal means, and/or newspaper articles. All policy is in effect upon board approval.

### **504 REFERRAL**

The Otterville R-VI School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Otterville R-VI School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Otterville R-VI School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the school superintendent.

A disabled person under Section 504 is defined as any person who has a physical or mental impairment that substantially limits one or more major life activities.

A description of the procedural safeguards or rights granted by federal law to students with 504 disabilities and/or their parents or legal guardians and to those students who are suspected of having a 504 disability and/or their parents or legal guardians in detail is available from the Otterville R-VI School District office and on the school's website. Parents/guardian of students who are suspected of or identified with a disability under the Individuals with Disabilities Education Act are provided with copies of the IDEA procedural safeguards unless those students have a separately identified 504 disability that is not addressed through an IEP.

Persons who believe that the district is discriminating against eligible persons on the basis of disability may also file complaints with the District's Section 504 Coordinator and/or **[the address for the Kansas City Office of OCR is: OCR, U.S. Department of Education, 601 E. 12th St., Kansas City, Missouri 64106. The Kansas City office's jurisdiction extends to the states of Kansas, Missouri, Nebraska, South Dakota, and Oklahoma. For a list of other regional offices and their coverage area, see [www.ed.gov](http://www.ed.gov).**

The District's Section 504 Coordinator is Kim Oelrichs and may be reached at [koelrichs@ottervillervi.k12.mo.us](mailto:koelrichs@ottervillervi.k12.mo.us) or by phone at (660)-366-4391.

## **STUDENT EDUCATIONAL RIGHTS**

The district will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:

- a. To inspect and review the student's educational records.
- b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent.
- d. To obtain a copy of this policy and guidelines.
- e. The annual notification will also inform parent/guardian and eligible students where copies of the policy and guidelines are located.

## **NOTICE OF NON-DISCRIMINATION**

In accordance with Federal law and Otterville R-VI policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of grievance, contact the Title IX Director, Kim Oelrichs, 101 W. Georgetown Street, Otterville, Mo., 65348 or call (660) 366-4391. The Otterville R-VI School District is an equal opportunity provider and employer. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

## **HARRASSMENT**

It is the policy of the Otterville R-VI School District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

## **NCLB COMPLAINT PROCEDURES**

*The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C.*

Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

School districts in Missouri are 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, the district will 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.

Who May File a Complaint: Any individual or organization may file a complaint

Definition of a Complaint: A complaint is an 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 NCLB

How to File a Complaint: Complaints can be filed with the LIA or with the Department.

How a Complaint Will be Investigated: Complaints filed with the LIA are to be investigated and attempted to be resolved according to locally developed and adopted procedures. A complaint not resolved at the local level may be appealed to the Department. A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated the the DEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within ten days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty 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.
5. Verification. Within ten 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, and/or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

How are complaints related to equitable services to private school children handled differently? If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed above, the complaint 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 Departments' resolution of the complaint (or its failure to resolve the complaint).

How will appeals to the Department be investigated. The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.

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.

## **HANDBOOK DISCLAIMER**

**In order to make this handbook more “user-friendly” and less cumbersome many Otterville R-VI Board of Education policies and federal regulations have been condensed. If at any time you would like a copy of an entire policy, please feel free to contact our office.**



## Bullying Incident Report Form (Also Available in Office)

If you have been the target of bullying or have witnessed the bullying of District student, complete this form and submit to the principal. Complaints against 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 Filed: \_\_\_\_\_ 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: \_\_\_\_\_

\_\_\_\_\_

Results of Investigation/Action taken: \_\_\_\_\_

\_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Date & Time: \_\_\_\_\_





# Otterville R-VI School District

101 West Georgetown Street    Otterville, MO 65348    Fax: 660-366-4293

**Kim Oelrichs,**  
Superintendent  
660-366-4391

**Scott Gemes,**  
Principal  
660-366-4621

## Acknowledgement Concerning Use of Student Parking Lot Form 2650

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

1. Students are permitted to park on school premises as a matter of privilege, not of right.
2. The School District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property
3. 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.
4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
5. 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.
6. When a student arrives to school, they are enter the school building. If the student needs to return to the parking lot, the student needs permission from and be supervised by a staff member. No loitering in the parking lot.

### Primary Car Information:

License Plate: \_\_\_\_\_      Make/Model of Car: \_\_\_\_\_

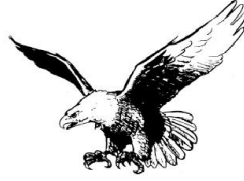
Student's signature \_\_\_\_\_      Date: \_\_\_\_\_

Parent's signature \_\_\_\_\_      Date: \_\_\_\_\_



# Otterville Junior High & High School

## 2018-2019



I give \_\_\_\_\_ permission to attend all school-sponsored activities and field trips for the 2017-2018 academic year. Parents/Guardians will be notified of the activities/field trips that will be taking place in advance. I will not hold the school liable in case of accident or injury.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

### Directory Information Notice

The Otterville School district has designated certain information contained in the education records of its students as directory information. The following is declared as “directory information” which will be made public upon request. This public notice is required by law before such information can be placed in yearbooks, student directories or student publications or released to newspapers recognizing awards or posted on the school’s website. Objection to releasing directory information must be filed in writing within ten school days of the time this handbook was given to my child. Directory information includes

- student’s name
- address
- birth date
- parents’ name
- participation in officially recognized extracurricular activities
- height and weight of members of athletic teams
- dates of attendance
- diplomas and awards received
- photographs

We acknowledge the receipt of and understanding of the policies and procedures outlined in this student handbook.

Parent/Guardian signature \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade: \_\_\_\_\_

Date received \_\_\_\_\_