

**Fort Osage R-I  
School District  
2101 N. Twyman Road  
Independence, MO  
64058 (816) 650-7000**

**Student/Parent Handbook  
2021-2022**



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Mission

The mission of the Fort Osage R-I School District is: Together with parents and the community we prepare all students to be successful in life.

School Board Members

Mr. Floyd Hawkins, President  
Mrs. Sharon Dankenbring, Vice-President

Mr. Tim Brown, Member  
Mr. Chris Gross, Member  
Mr. Kelly Scott, Member  
Mr. David Shroust, Member  
Mr. Gary Thompson, Member

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

### School building information and contact information

**Fort Osage R-I School District website:** [www.fortosage.net](http://www.fortosage.net) Follow the District on Facebook, Twitter, YouTube, Instagram, and Pinterest. The mailing address for all schools is: 2101 N. Twyman Road Independence, MO 64058

#### *Early Childhood Center and Elementary Schools*

##### **Woodland Early Childhood Center**

Physical Address: 1419 North Whitney Independence, MO 64058

Phone: (816) 650-7480

Fax: (816) 650-7485

School Hours: 8:10 a.m. – 3:30 p.m.

Office Hours: 7:45 a.m. – 3:45 p.m.

##### **Blue Hills Elementary**

Physical Address: 1911 N. Blue Mills Road Independence, MO 64058

Phone: (816) 650-7440

Fax: (816) 650-7445

School Hours: 9:05 a.m. – 4:05 p.m.

Office Hours: 8:30 a.m. – 4:30 p.m.

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##### **Buckner Elementary**

Physical Address: 013 S. Sibley St. Buckner, MO 64016

Phone: (816) 650-7300

Fax: (816) 650-7305

School Hours: 8:30 a.m. – 3:30 p.m.

Office Hours: 7:45 a.m. – 3:45 p.m.

##### **Cler-Mont Elementary**

Physical Address: 19009 Susquehanna Ridge Independence, MO 64056

Phone: (816) 650-7350

Fax: (816) 650-7355  
School Hours: 8:30 a.m. – 3:30 p.m.  
Office Hours: 8:00 a.m. – 4:00 p.m.

**Elm Grove Elementary**

Physical Address: 18000 E. Kentucky Road Independence, MO 64058  
Phone: (816) 650-7400  
Fax: (816) 650-7405  
School Hours: 9:05 a.m. – 4:05 p.m.  
Office Hours: 8:30 a.m. – 4:30 p.m.

**Fire Prairie Upper Elementary**

Physical Address: 24810 US-24, Independence, MO 64058  
Phone: (816) 650-7158  
Fax: (816) 650-7166  
School Hours: 8:15 a.m. – 3:15 p.m.  
Office Hours: 7:45 a.m. – 4:00 p.m.

**Indian Trails Elementary**

Physical Address: 24300 E. Bundschu Independence, MO  
64056 Phone: (816) 650-7645  
Fax: (816) 650-7694  
School Hours: 8:30 a.m. – 3:30 p.m.  
Office Hours: 7:55 a.m. – 3:45 p.m.

*Secondary Schools*

**Career and Technology Center**

Physical Address: 2101 N. Twyman Road, Independence, MO 64058  
Phone: (816) 650-7180  
Fax: (816) 650-7195  
School Hours: 7:30 a.m. – 2:25 p.m.  
Office Hours: 7:10 a.m. – 3:30 p.m.

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**Lewis and Clark Academy**

Physical Address: 24801 E. US 24 Highway Independence, MO 64058  
Phone: (816) 650-7708  
Fax: (816) 650-7712  
School Hours: 8:20 a.m. – 2:00 p.m.  
Office Hours: 7:30 a.m. – 3:00 p.m.

**Osage Trail Middle School**

Physical Address: 2101 N. Twyman Road, Independence, MO 64058  
Phone: (816) 650-7151

Fax: (816) 650-7152  
School Hours: 7:30 a.m. – 2:25 p.m.  
Office Hours: 6:30 a.m. – 4:00 p.m.

**Fort Osage High School**

Physical Address: 2101 N. Twyman Road, Independence, MO 64058

Phone: (816) 650-7063

Fax: (816) 650-7088

School Hours: 7:25 a.m. – 2:20 p.m.

Office Hours: 7:00 a.m. – 3:30 p.m.

Superintendent information

Dr. Jason Snodgrass

(816) 650-7002

[jsnodgrass@fortosage.net](mailto:jsnodgrass@fortosage.net)

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WELCOME TO THE CAREER & TECHNOLOGY CENTER

Congratulations on your decision to enroll in a program at the Career & Technology Center at Fort Osage. We look forward to providing you with the academic and technical skills, along with the 21st-century skills, that will enable you to get a head start toward career success.

Technology continues to develop at a rapid pace. In today's global economy future employees must have a combination of highly developed skills, good work habits, and a cooperative

attitude with a willingness to adapt to change. The Career & Technology Center at Fort Osage will help you develop the skills and attitudes to enhance your job skills and/or post-secondary education plans.

For over 50 years the Career & Technology Center at Fort Osage has been providing students with the skills they need to be successful. Our students have acquired skills in their career/technical program and have been successful throughout the state and nation. We are proud of our strong tradition of producing successful graduates and look forward to another year of providing quality instruction to each individual student.

The staff at the Career & Technology Center at Fort Osage is here to help you and realizes that our success depends upon your success. Please let us know how we can be of assistance. Again, welcome and have a great year!

Susie Suits

Director

# Fort Osage School District 2021-2022

July 2021							August 2021							September 2021							Important Dates
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Aug 23: First Day of School
				1	2	3	1	2	3	4	5	6	7	5	6	7	8	9	10	11	<hr/> Sep 03: No School
4	5	6	7	8	9	10	8	9	10	11	12	13	14	12	13	14	15	16	17	18	<hr/> Sep 6: No School
11	12	13	14	15	16	17	15	16	17	18	19	20	21	19	20	21	22	23	24	25	<hr/> Oct 11: No School
18	19	20	21	22	23	24	22	23	24	25	26	27	28	26	27	28	29	30			<hr/> Oct 18-21: P/T Conferences
25	26	27	28	29	30	31	29	30	31												<hr/> Oct 21-22: No School
October 2021							November 2021							December 2021							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Nov 12: No School
					1	2	1	2	3	4	5	6	5	6	7	8	9	10	11	<hr/> Nov 24-26: No School	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	13	14	15	16	17	18	<hr/> Dec 22: Early Release Day
10	11	12	13	14	15	16	14	15	16	17	18	19	20	19	20	21	22	23	24	25	<hr/> Dec 23-Jan 4: No School
17	18	19	20	21	22	23	21	22	23	24	25	26	27	26	27	28	29	30	31	<hr/> Jan 17: No School	
24	25	26	27	28	29	30	28	29	30												<hr/> Feb 14-17: Secondary Confs
31																					<hr/> Feb 18: No School
January 2022							February 2022							March 2022							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Feb 21: No School
						1			1	2	3	4	5	6	7	8	9	10	11	12	<hr/> Mar 7-10: P/T Conferences
2	3	4	5	6	7	8	6	7	8	9	10	11	12	13	14	15	16	17	18	19	<hr/> Mar 11: No School
9	10	11	12	13	14	15	13	14	15	16	17	18	19	20	21	22	23	24	25	26	<hr/> Mar 14-18: No School
16	17	18	19	20	21	22	20	21	22	23	24	25	26	27	28	29	30	31			<hr/> Apr 15: No School
23	24	25	26	27	28	29	27	28													<hr/> May 25: Last Day of School
30	31																				<hr/>
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## Student Calendar

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Attendance and Absence Procedures S-115-S

*Expectations for Attendance*  
 Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student’s absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school- sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre approved the absence based upon special circumstances.  
 An absence is defined as missing more than one-half of a class. CTC does not distinguish between excused or unexcused absences. Both are considered absent.

*Procedures for Reporting an Absence*  
 Parents are expected to report a student’s absence within one hour of the start of the school day on the day of the absence. The school will contact parents who do not report a student’s absence by the designated time. When a student is released early from



school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

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

An automated call will be generated if a parent/guardian does not call the attendance office prior to 8:30 AM for a morning student or 12:30 PM for an afternoon student. Please contact the attendance office at (816) 650-7189 or e-mail at [lstewart@fortosage.net](mailto:lstewart@fortosage.net) to inform us of your student's absence within 48 hours. The call is noted in the grade book but is not an excused absence.

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### *Unexcused Absences*

Absences without parent contact or that does not have the proper documentation as determined by the director are considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The director may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance. The District may unenroll any student who has twenty or more consecutive unexcused absences. It is the responsibility of the student to make up work with teacher support when a student's absence is unexcused. The timelines for turning in make-up work will be determined with the teacher.

### *College Visits/Military Obligations*

Students are allowed 3 days for college visits or military obligations per year. Written proof is required.

### Eligibility to Return Policy

1. Students meeting all grade, attendance, and discipline requirements have the right to return:
  - a. C- or better
  - b. 10 absences or less

- c. No more than 2 major discipline referrals for the year/semester.
2. A contract will be put in place for any student who does not meet one of the eligibility to return requirements.
  3. Students under contract that meet all criteria can return to CTC.
  4. Students who violate any of the contractual criteria will not return to CTC the next semester or year. Most contracts state attendance balance of 3 days or less, C- or above, and no discipline referrals resulting in suspension. Some contracts are written for immediate removal if violated.
  5. Students missing more than 10 days and no more than 15 may be removed, but also can be placed on a contract for each following semester. The attendance contract states they shall have a balance of no more than 3 days at the end of any semester that follows the poor attendance semester (The total absences must be no more than 7 absences for a semester). The student must also meet C- grade requirement in all semesters to follow and must have no major discipline referrals.
  6. Students missing more than 15 days (balance) without medical or family hardship will not return to CTC at semester/year. Students shall not miss more than 20 days total.
  7. Time for Time can be calculated into balance (for example, misses 17 and has 8 hours or 4 days of TFT to equal 13 absences.)
  8. Students cannot return if their grade is an F at the completion of any semester.
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9. Students earning a D, D+ or D- may return under contract, but cannot have anything less than a C- in following semesters and must meet attendance criteria in #4 above for each following semester.
  10. Students violating 2 of the 3 Eligibility to Return parameters will be removed. For example: student grade of D/65% and has missed 13 days...this student would be removed.
  11. Second semester seniors allowed to come back with more than 10 absences or a grade of a D during the 1<sup>st</sup> semester of their senior year should be concerned about class credit and certification eligibility. These seniors may have the right to complete the program, but should not fail to meet minimum requirements. The CTC certificate is only earned by those with a C- or better average and students missing on average 10 or less days a year. Second semester seniors must complete a commitment plan if allowed to come back for a second semester. This document is not a contract but states goals that the student must attempt to meet. If a student does not show improvement and misses an excessive amount of days or has an F or a low D they can be removed at any time during the semester.

### *Attendance Appeals*

Appeals are conducted using written materials, notes, and other evidence provided by the student. There is no oral component in the process. Parents are encouraged to be a part of the process by submitting any material they feel might be pertinent to the hearings and are encouraged to contact CTC for all absences, as the sending schools do not notify the CTC. Students desiring assistance in writing appeals should see the counselor or administration. The director and attendance committee members will review the student's attendance records and any other information submitted for consideration. The director's decision will be made as soon as possible, and parties will be notified in writing of the decision. Decisions will not be disclosed via telephone.

## CTC Eligibility To Return Scale\*

Attendance Balance		Grades		Discipline		Outcome (if improvement isn't made by the end of the semester)	
All Clear Zone	10 days or less	All Clear Zone	C- or better	All Clear Zone	No more than 2 major discipline referrals or less	All Clear Zone	Student can return without a contract.
Probation Zone	11 12 13 14 15	Probation Zone	D+, D, or D-	Probation Zone	More than 2 major discipline referrals	Probation Zone	*If <u>only one</u> area is in the probation zone, student may be able to return on a <u>probationary contract</u> .  *Student may be removed if more than 1 area is in the probation zone.
Not Returning Zone	16 17 18 19 20 More than 20 Days Absent	Not Returning Zone	F	Not Returning Zone	3 or more major discipline referrals	Not Returning Zone	Student can NOT return.

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### *Time for Time (TFT)*

Class time is very important and once lost, it really can never be made up completely. One attempt to recover a portion of the classroom experience is Time for Time or TFT. TFT sessions are held at the availability of the instructor, support staff or administration. Students that are tardy an excessive amount of times may be required to attend TFT sessions. Students are allowed to use TFT to subtract absences from their parent called in absence total. A CTC half day class session is equal to 2 hours. Marketing and Ag Science sessions are equal to 1 hour for TFT. For example, if a student misses 12 days but has completed 4 one hour TFT sessions, the student's official absences drop to 10. The student does not have to go through the appeal or contract process. This will be considered when calculating attendance. Students that have pre-planned family vacations may do TFT to remove absences and avoid the appeal process. TFT can be completed in advance and banked to use as needed.

### **The following TFT guidelines must be followed:**

1. Students must sign up for a TFT session with their instructor or in the main office. Sign-ups must occur at least twenty-four hours in advance.
2. **TFT is available any Monday through Wednesday until 4:30 PM or at the availability of the instructor, support staff or administration.**
3. Students signing up for a TFT session are responsible for getting work from their

teachers. \*Individuals reporting to TFT without CTC course work will not be allowed to serve TFT or will be assigned other work.\*

4. Sleeping, talking, and non-productive activities are not allowed and will result in dismissal.
5. Skipping TFT without prior notification will reduce the student's work ethics score.
6. Dismissal from TFT for any reason may result in the assessment of an additional assignment of TFT.
7. **TFT may not be used by a student to earn a perfect attendance award.**
8. TFT cannot be served on a day the student misses school.

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence.

### *Excessive Tardiness*

3rd Tardy in a Semester: Students will serve a before/after school 40-minute detention.  
Additional Tardies: Upon six (6) tardies in one semester, the student will be assigned either three 40 minute detentions or one day of in-school suspension. A day of in school suspension will be given for every three (3) additional tardies.

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### *Additional Attendance Procedures*

The Career & Technology Center does not distinguish between excused and unexcused absences. The CTC has no excused absences. Students attending sending school approved activities (i.e. field trips, college visits, and extracurricular activities) will not be considered absent.

1. Students will be allowed to make up missed work in cases of absenteeism or suspension. Students are responsible for checking with their instructors about missed work within two school days of their return. Students have one day of make-up time for each day missed.
2. During an out of school suspension, a student is allowed to make up missed work, although alternate assignments may not be available for all in-class learning opportunities. This work must be completed and turned in the day he/she returns to class.
3. Teachers have the option of incorporating student attendance into the grading process. Attendance will count for no more than 20% of the overall grade for any quarter.

Students involved in sending school activities such as field trips, band, sports, etc. will not be counted absent and will have a notation in the teacher's grade book for their activity. **It is up to the student to ensure that the sending school notifies the Career & Technology Center of the school activity.** This may require signed documentation from the proper sending school authority.

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to aid learning as described above. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### Dress Code S-180-S

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

#### *Dress Code Expectations*

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected.

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#### *Dress Code Prohibitions*

Clothing or accessories with any of the following are not permitted:

1. Profane, obscene, or otherwise inappropriate language.
2. Words, symbols or images that promote illegal, sexual, or violent behavior.
3. Advertisements or promotion of alcohol, tobacco, or drugs.
4. Language or symbols that promote gangs.

#### *Additional Dress Code Information*

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

Violations of the District dress code will be addressed with remedial actions and/or consequences.

The following safety standards must be met at the Career & Technology Center:

- a. Dirty, greasy, unwashed clothes cannot be worn out of the shop area – Students

are expected to wash their hands before they leave the shop area. Students may be asked to return to the shop or restroom area if their appearance is deemed unacceptable.

- b. OSHA approved safety glasses or OSHA approved prescription safety glasses are required to be worn by all persons in the Career & Technology Center shops or areas warranting the need for eye protection.
- c. Proper footwear must be worn in designated areas and may be determined at the discretion of the teacher.

### Allergy Prevention and Response S-145-S

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

#### *Building-Wide and Classroom Approaches*

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider

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as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The health room has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules.

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

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

#### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an

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

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

### Health Services S-215-S

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

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### *Illnesses/Injuries*

School attendance is very important, but students who come to school when they are ill tend to take longer to recover and also run the risk of infecting other students and staff. To reduce the spread of illness your cooperation adhering to the following guidelines is necessary:

- For your child's health he/she may **NOT** attend after school activities or school the following day if sent home for: fever, vomiting, or diarrhea.
- Students should remain home until their 100 degree or higher fever, vomiting, or diarrhea FREE for 24 hours before returning to school. This includes no fever reducing or anti-diarrhea medication taken for 24 hours.
- Do **NOT** give ill children ASPIRIN or salicylate products, due to the direct link of Reye's Syndrome
- Students should remain home for **24 hours** after taking the first dose of antibiotic for an infection.
- If your child has had surgery or a major injury, the health room needs a release from the doctor or surgeon for him/her to return to school and activities. Parents are responsible for calling the school office for attendance, even if the student is sent home ill due to the various reasons children miss school.

### *Head Lice*

If a child is found to have live head lice the parent(s)/guardian will be notified and advised of appropriate treatment options. Lice eggs observed in a child's hair are not



considered viable if they are greater than ¼ inch from the scalp. Information will be provided to parents/guardians regarding necessary procedures to be taken in the home to ensure that the head lice are eradicated. Parents will be provided with information about follow-up treatment. The health room staff will examine any child who is possibly infested with head lice and may recommend that the child be removed or returned to school.

#### Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

*Non-Prescription Medication* – A written note from the parent/guardian with the student’s name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other. Certain over-the-counter medications may be carried by students only in accordance with the guidelines listed on the Over-the-Counter Permission to Carry Form located at the back of this Handbook. A

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parent/guardian must sign and return this permission form to the school office in order to allow a student to carry and self-administer the listed medications.

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

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

#### Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student’s

treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

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

#### *Immunizations and Vaccinations*

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

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#### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

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

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

<https://dese.mo.gov/sites/default/files/FNS-FreeandReduced-DirectCertbooklet2018-19.pdf>.

## Student Records S-125-S

### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District

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may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: the student's name, parent's name; address, telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's

records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the building officer/registrar where their student attends

### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

### Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and a visitor's pass. Generally, classroom observations during instructional time can be disruptive and are prohibited unless approved in advance by the director after consultation with the teacher. If you

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need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

All visitors to school property or events must demonstrate appropriate behavior as good role models for the District's students. Visitors who engage in disruptive conduct or exceed the scope of permission granted may be considered trespassers and subject to arrest and prosecution.

### *Volunteers*

The Fort Osage R-I School District welcomes parent and community volunteers in our schools. In order to volunteer in the District, individuals must obtain a satisfactory criminal background check and be approved by the school principal. Whether a background check is satisfactory is in the sole discretion of the Superintendent or designee. All District volunteers must abide by all policies and rules of the District. Volunteer assignments are made at the discretion of the building and district administrators and may be unilaterally terminated at any time by the District. If you are interested in volunteering at your student's school, please contact the office for background check information.

### Transportation Services F-260-S

Initial school bus routes will be approved by the Board on or before the end of October of each year, and the final report no later than June. Bus routes will be determined for the purposes of safety and efficiency.

Resident students will not be offered transportation if they live within one mile of their home school. For safety reasons, some students may be offered transportation that live

less than one mile from their home school. The primary reason for this exception would be a highway, Interstate or major safety barrier between the residence of the student and the school.

The District considers unacceptable any conduct that tends to impair the morale, safety or good conduct of students.

Unacceptable conduct includes, but is not limited to:

1. Eating or drinking while riding the school bus.
2. Arriving late at the bus stop. The bus cannot wait past its regular schedule for those who are tardy. However, students should be at the bus stop no earlier than 5 minutes before the arrival of the bus.
3. Getting on or off the bus at incorrect stops.
4. Refusing to cooperate with reasonable requests of the driver.
5. Refusing to stay seated, turning around in the seat or refusing to sit in an assigned seat.
6. Extending head, arms, hands or feet, or objects outside the bus.
7. Creating unnecessary noise, including excessive or loud talking.

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8. Tampering with equipment or other forms of deliberate vandalism. Anyone causing damage to vehicles will be expected to pay for the cost of repairs and will lose riding privileges until it is paid.
9. Horseplay or fighting on the bus or at the bus stop.
10. Throwing items of any kind inside, into or out of the vehicle.
11. Abusing the driver verbally or physically.
12. Bringing insects or animals on the bus.
13. Bringing glass items or containers on the bus.
14. Causing any action that interferes with the safe operation of the vehicle.
15. Refusal to accept a written school bus misconduct notice or giving false information and/or name to driver.
16. Cell phone usage. Cell phones must be kept in student's backpack.
17. Large items must be in a case or backpack and carried on student's lap.

### Student Discipline S-170-S

#### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

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

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

- (1) Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;

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

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

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process

rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

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

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

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

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### *Standards of Conduct and Consequences*

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

### *District Policy for Discipline*

#### *Definitions*

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

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

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

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

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school

suspension program or class for a specified period of time.

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

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

*Physical Restraint* – The use of person to person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

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

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

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.



Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the

	Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.

Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for

	the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms	Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.

Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Policy and Agreement.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.

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Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Weapons (Other than Firearms)	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

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

### *Definitions*

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

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

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is Susie Suits and can be reached at (816) 650-7180.

### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District’s

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Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

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

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including

unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

### *Investigation*

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

### *Retaliation*

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

### *Consequences of Bullying, Cyberbullying, or Retaliation*

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

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

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

### *Public Notice*

The District will:

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

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

### *Report Form*

The District's complaint form is available in the building office and on the District's website at: [www.fortosage.net](http://www.fortosage.net)

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

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

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment

and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Title: Assistant Superintendent of  
Human Resources  
Phone #: (816) 650-7000  
Email Address: [compliance@fortosage.net](mailto:compliance@fortosage.net)

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

Title: Assistant Superintendent of  
Educational Services  
Phone #: (816) 650-7000  
Email Address: [alternatecompliance@fortosage.net](mailto:alternatecompliance@fortosage.net)

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

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

#### Student Searches S-220-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student is assigned a hallway locker. Only locks provided by the District are permissible, unless approved by a building administrator.

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

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

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

#### Student Alcohol/Drug Abuse S-195-S



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

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

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 10 day out of school suspension with referral to the Superintendent for 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

### Weapons in School S-200-S

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

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

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### Instruction

## A+ Program S-130-S

### *A+ Program Description*

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

### *A+ Program Requirements*

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

More information about the A+ program may be accessed through on the District website (<http://tinyurl.com/FortOsageAplus>), the high school counselor, and/or the District A+ Coordinator, Mrs. Patti Horner, (816) 650-7094, [phorner@fortosage.net](mailto:phorner@fortosage.net).

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## Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The District's assessment plan is available at: <https://www.fortosage.net/Page/208>.

## Reading Intervention/Improvement Plans I-110-S

All students are expected to read on grade level by the end of the third grade. Reading on grade level by the end of the third grade is a significant predictor for graduating from high school. The District annually administers reading assessments for all students in grades Kindergarten through six, including screening for dyslexia, unless otherwise specified in a student's Individual Education Plan (IEP). In accordance with the administrative procedures established by the District, any student who is identified as

reading a year below grade level in grades Kindergarten through six, will have an individual reading intervention/improvement plan that defines the strategies to be implemented to improve achievement. In addition, summer school may be offered or required.

### Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction. More information about the District's Health Curriculum is available at:

<https://www.fortosage.net/Page/205>.

### *Internships*

One of the goals of the Career & Technology Center at Fort Osage is to prepare individuals for career success through the development of marketable knowledge, skills and attitudes. An excellent means to achieve this success is through our internship programs.

Through a cooperative internship agreement, students may be placed in community work settings prior to the completion of the school year for part or all of the fourth quarter. The primary purpose of this arrangement is to allow the student who already possesses extensive skill training to use those skills in an employment setting. The internship program can smooth the transition from school to the world of work and/or continuing education. An internship will provide a valuable opportunity to acquire experience while still having the support of the CTC staff.

Many programs offer internships to qualified students during their senior year. Students wishing to participate in an internship must meet established selection criteria and

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apply through the instructors at least one (1) month before they plan to begin working.

Internship application packets are available in the office. Students must meet the following criteria to be approved for internship:

1. 94% CTC attendance
2. A minimum of a "C" average in a Career and Technical Program for the first semester of the senior year
3. Availability of a school-secured internship site. (Student-secured intern sites will be considered but there is no guarantee they will be approved.)
4. Students must complete 3 full semesters of a 2 year program or 1 semester of a 1 year program to be eligible for internship.
5. Students must complete the selected TSA or other assessment meeting minimum standards prior to beginning internship.
6. Approval of the instructor and CTC director.

A second-year student may be released from the Technology Center class during the fourth quarter of the training program. Approval is determined by local school personnel after reviewing the individual circumstances involved.

No additional credit should be awarded for this substitution of the regular program.

#### *College Credit for CTC Course Work*

Dual credit and articulation agreements between the Career & Technology Center, Metropolitan Community College, and other colleges, give qualifying students the opportunity to earn college credit for your CTC coursework.

The list of credit available for each course may be requested by contacting the CTC counselor or your student's teacher. It is not posted in this document due to frequent changes between the agreements of the CTC and the sponsoring institutions. Contact the counselor at (816) 650-7188.

#### *Student Changing Classes at Semester*

Students are expected to notify the instructor and set up a meeting with the CTC counselor for this change. They must also get approval through the sending school and CTC Administration. Changing classes at semester is not usually an option, but each case will be reviewed by the director.

#### *Recruitment and Placement Specialist (RPC)*

Students who seek an internship placement will work with the Recruitment and Placement Specialist. The Recruitment and Placement Specialist will verify the student has met the requirements for an internship position and assist the instructor with securing internship opportunities.

#### *Section 504 I-125-S*

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Student Support Services, Dr. Leigh Gruber, (816) 650-7011, [specialed@fortosage.net](mailto:specialed@fortosage.net). Alternative times are available by request.

*This notice will be provided in native languages as appropriate.*

### Special Education I-125-S

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

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

Parents/guardians may inspect or review personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/guardians may file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan

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contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday (8:00 am – 4:30 pm) in the office of the Director of Student Support Services, Dr. Leigh Gruber, (816) 650-7011, [special@fortosage.net](mailto:special@fortosage.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### **Career Resource Educator (CRE)**

Students with special needs that require individual attention can utilize the services of the CTC's Career Resource Educator. Students with Individualized Education Plans (IEP) can also receive additional support through this office. All applications for

students with IEP's will go directly to the CRE at time of registering. Students will have the opportunity to work with the CRE to improve reading, writing, math, communication and workplace readiness skills. The CRE will work with each CTC instructor to customize lessons that relate to each program.

### Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The District partners with Launch (fueledbylaunch.com) to provide this coursework for students. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students may take up to the number of credits per semester as determined by the administration based on the student's best educational interests.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.fortosage.net/Page/497> and District Policy.

### Technology F-265-S

#### *Cell Phone and Personal Technology Device Guidelines*

Cell phones and personal technology devices (e.g. video games, personal computers, tablets, etc.) must be stored in a student's backpack during instructional time and may not be used or accessed by students unless permitted or directed by District staff. Violation of these guidelines may result in disciplinary consequences.

Students are not permitted to share personal technology devices and headphones must be used if students are listening to music in order to avoid disrupting others.

#### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network. While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or

training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### *Acceptable Use*

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

### *Unacceptable Use*

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for commercial purposes, or to engage in political activity. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the

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administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.- Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

### *Network Etiquette and Privacy*

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting,



- harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
  3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
  4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
  5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
  6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.) All students who return the Technology User Consent Form will be assigned an e-mail account through Google Apps for Education. This account will be considered the student's official District e-mail address until such time as the student is no longer enrolled with the District.

### *Safety and Cybersecurity*

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

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All District users are personally responsible for the protection of password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work and shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law.

### *Third Party Software Applications and Web-Based Services*

The District utilizes computer software applications and web-based services operated not by the District but by third parties. These include Google Apps for Education, SeeSaw, Pearson SuccessNet, and similar educational programs. A complete list of the



programs with the privacy policy for each can be found on the District's website: <https://goo.gl/AKvoqg> . In order for students to use these programs and services, certain personal information – generally the student's name and email address – must be provided to the third party operator.

Technology use in the District is governed by federal laws and regulations including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. These programs must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits the District to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the third party operator. The Technology User Consent Form allows the District to act as an agent for parents in the collection of personal information within the school context. The Technology User Consent Form constitutes consent for your student and/or the District to provide personal information to third party operators. No personal student information is collected for commercial purposes. The District's use of student personal information is solely for education purposes. For more information on COPPA, please visit: <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

Building Information

*Grading and Reporting System*

The Fort Osage School District uses a standards-based grading system to monitor student mastery of learning goals for each subject. Standards-based grading is a strategy used in schools and districts across the country because it allows teachers, students, and parents to closely monitor students' attainment of specific skills. This

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information is more helpful than a summary letter grade because it clearly identifies areas of strength and concern.

In order to make this type of system a reality, foundational components have been developed at all grade levels. Teachers collaborate and agree on prioritized standards for every course and grade level, and then work together to create scoring scales that clearly articulate what students need to know and what they should be able to do to be successful with the prioritized standards. These scales are shared with students and parents so there are no surprises about what success looks like or where a student is on his or her learning journey toward proficiency. Teachers align activities, assignments, and assessments to scoring scales to ensure that instruction and assessments are at the appropriate level of understanding required by the standards. Relevant and meaningful learning experiences are a priority as students are presented with many opportunities to apply their new learning in the real world.

In addition to information about student achievement of standards, students also receive a letter grade of A-F for each course during each grading period. This grade is provided to indicate the student’s overall level of mastery of course content as a whole. It makes Fort Osage grades easier to transfer to other schools and to report to colleges. The letter grade earned by the student represents the percent of overall points or scores earned by the student as follows: 90-100% = A; 80-89% = B ; 70-79% = C; 60-69% = D; 0-59% = F. Grades with a plus or minus may be recorded on student’s grade reports, but they are not used to calculate grade point average.

**CTC Grading Scale**

	<b>67% - 69% = D+</b>
<b>100% - 94% = A</b>	<b>63% - 66% = D</b>
<b>90% - 93% = A</b>	<b>60% - 62% = D</b>
<b>87% - 89% = B+</b>	<b>0% - 59% = F</b>
<b>83% - 86% = B</b>	
<b>80% - 82% = B</b>	
<b>77% - 79% = C+</b>	
<b>73% - 76% = C</b>	
<b>70% - 72% = C</b>	

Academic Standards  
 Scale 4 = 94 - 100  
 3 = 77 - 93  
 2 = 63 - 76

**Grade Improvement Appeal**

CTC allows for multiple attempts of all formative and summative assessment during a unit until the specified unit is declared “closed”. The Grade Improvement Appeal is available for students who feel they have provided reasonable effort and did not receive their desired grade. Upon approval, any formative or summative assessment can be revisited for credit within two weeks of the unit being declared “closed”. The expectations for students to complete their work during the original scheduled time are clear, therefore the instructor is allowed to deny this appeal at his/her discretion. If the

activity being appealed cannot be reproduced (i.e. presentation, group work), the instructor is allowed to deny or supplement the activity with additional supporting activities.

### **What are the grounds for appealing a grade?**

You **may** appeal a grade if you feel that:

- a clerical error has resulted in a miscalculation of the grade
- the grade awarded does not fairly reflect your academic performance and/or the stated requirements for the course
- the grade awarded does not reflect your ability and reasonable circumstances did not allow you to apply your best effort.

You **may not** appeal a grade if you feel the nature and standard of the evaluation was too hard.

Students must ask their instructor for a Grade Improvement Appeal form.

### **Late Work**

The expectation is that all students complete their work and turn it in by the due date assigned. If a student fails to meet the deadline, they may ask to submit late work up to 2 weeks past the due date for full credit. It is up to the instructor to use their discretion in setting the date for final submission of late work. Late work may cause a loss of points in a student's work ethic grade.

### **Access**

Parents are encouraged to access up-to-date grade information for their students via the Fort Osage School District online grade service. Parents needing assistance with setting up or accessing the online grade system can contact the attendance office at (816) 650-7189 or e-mail at [lstewart@fortosage.net](mailto:lstewart@fortosage.net).

### **Official Record**

While CTC consistently communicates with our sending schools there are times that grades are not accurately reflected in the sending school's grade system. Final grades are sent to the sending schools at the end of each semester. The official record of students' grades are maintained in the Fort Osage School Districts gradebook program by the course instructor. Determination for awards, certification levels, eligibility to return, and other grade-based decisions are made from the official grade record for the student.

### ***Extra-curricular Activities and Clubs***

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a

diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Each District school offers a variety of extra-curricular activities and club opportunities. Students and parents/guardians may contact the school office for a current list of opportunities, eligibility information, and meeting information.

### *Student Honors and Organizations*

At the Career & Technology Center you are important! A variety of organizations and activities are available in which you can become involved. Check these out:

#### **Career and Technical Student Organizations (CTSO)**

##### **DECA**

Open to students currently enrolled in Marketing Education/Internship, Store Operations, and E-Studies.

##### **CTC Ins♦♦re Robotics Team**

FIRST Robotics team. Open to all CTC and Fort Osage High School students.

##### **National FFA Organization**

Open to students in Agriculture Classes.

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##### **SkillsUSA**

Open to students enrolled in Automotive Technology I and II, College Prep Engineering, Advanced Computer Engineering, CSI/Law Enforcement, Computer Animation and Game Design, Construction Trades Technology, Culinary Arts, CyberSecurity, Fire Science/EMT, Health Sciences, Nail Tech and Welding.

##### **NTHS - National Technical Honor Society**

Open to students who pursue rigorous standards of excellence. The National Technical Honor Society accepts student who meet the following criteria:

1. 3.0 minimum cumulative grade point average (GPA) from sending school
2. "A", "A-", or "B+" average in career education programs
3. 94% attendance at CTC

4. Program instructor recommendation (Attitude and integrity are very important)

NTHS students are recognized at an induction ceremony at the awards night program held at the end of the school year. Senior members of NTHS may order honor cords to wear at graduation. If you wish to purchase honor cords, we will collect for those in the fall. Students are required to pay one-time dues to NTHS.

### **CTSO Code of Conduct**

1. The term “member” refers to any student that has paid or fundraised dues and chooses to participate in activities or competitions.
2. No student shall attend an after school CTSO activity or off campus activity if they have incurred more than two major discipline infractions or more than three minor infractions from CTC. Major infractions are those that result in a suspension such as detention, ISS or OSS. Tardies, Cell phone violations, hat violations, etc, are categorized as minor infractions.
3. No student shall attend an after school CTSO activity or off campus activity if they have missed more than 10 days from CTC. ISS and OSS are included in this count. Time for Time (TFT) does subtract from this total.
4. No student shall attend an after school CTSO activity or off campus activity if they currently have a program grade below a C- or are currently on academic probation and/or their averaged grade (1<sup>st</sup> semester + 3<sup>rd</sup> quarter) is below that C-.
5. For a student to attend state as either a competitor or delegate they must have attended district competition as a competitor or must have assisted the advisor at districts. No student shall attend a national competition without having attended districts. Leadership opportunities at regional and national locations held in the fall and winter do not apply.
6. Students shall not attend CTSO functions outside the school day or away from campus without completing the liability form.
7. Students shall not drive to the CTC from a sending school or to a function without appropriate permission form signed by CTSO advisor/instructor, CTC administration, parent, and sending school administration.
8. Each student must read and follow the fundraising regulations of their designated CTSO. Students that do not fundraise will be held liable for district, state, and national fees to attend. Certain CTSO’s may require students to

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fundraise or pay a “buyout” for not only state and nationals, but districts and membership as well.

9. Members shall keep their adult advisors informed of their activities and whereabouts at all times while at off campus activities or competitions.
10. There shall be no defacing of public property. Any damages to any property or furnishing in the hotel rooms or building must be paid for the individual or chapter responsible.
11. Members shall be prompt and prepared for all activities and financially prepared for all activities
12. No alcoholic beverages or narcotics in any form shall be possessed by members at any time, under any circumstances.
13. No possession or use of tobacco will be allowed under any circumstances.

- This includes both cigarettes and smokeless tobacco.
14. Appropriate dress or attire is expected at all CTSO functions. Please consult your advisor with any dress code questions.
  15. Chapters will be responsible for member's conduct.
  16. At all overnight functions, prior to curfew and when the room is occupied, hallway door must remain completely open. No boys in girls' rooms, no girls in boys' rooms at overnight functions.
  17. Members shall not engage in any lewd, indecent, sexual, or obscene act or expression. Members shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.
  18. **Representatives must attend all meetings/functions and fulfill representative obligations. Written 24 hour notice must be provided if you can't attend to an advisor. 24 hour notice will only be acceptable if arrangements have been made for someone to fulfill your responsibilities.**

#### *Awards for Student Achievement and Effort*

**CTC Awards:** (Students may be awarded in all 3 achievement areas below)

##### **1. Technical Skills Assessment (TSA)**

National Average or above - Gold Certificate

15% above the National Average - Platinum Certificate

##### **2. Career and Technical Student Organizations (CTSO)**

CTC Letter – Gold Certificate - 300 pts

CTC Letter - Platinum Certificate - 450+ pts

Letter attainment based on letter application point system – on following pages

Second year letter winners may receive a CTSO pin to recognize second year accomplishment.

##### **3. Attendance**

Perfect! – Platinum Certificate (See attendance policy)

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**Students at the end of the school year will receive a medal for perfect attendance.**

#### **Outstanding Student Awards**

In the spring each teacher selects two students who have been outstanding in his/her programs. Plaques and/or medals are presented to each outstanding student from every program during the year.

There are also two outstanding students selected building wide to receive an award in honor of Walt Kennon and Les Lang. These two CTC building wide outstanding students are each awarded a scholarship from the Blue Springs Elks Lodge #250. FFA CTSO Achievement

(CTSO member must accomplish 300 points)

Student Name: Class: Have you earned a CTSO letter in a previous school year? YES or NO	1 <sup>st</sup> place 100 pts
	State Competitor/Fair Exhibitor 75 pts Group I Rating <b>or</b> 100 pts
Became a national member – Paid Dues 25pts	Nationals Competitor 300 pts Place (Top 10) <b>or</b> 300 pts 1 <sup>st</sup> place 300 pts
Chapter Officer 70 pts Area or State officer – Completed responsibility 100 pts	CDE Event 30 pts IRC/TSA Qualification 50 pts Professional Development Area FFA Leadership Conference 50 pts National Convention 75 pts State Convention 50 pts Public Speaking Institute 25
Fall Fundraiser - \$100 retail 50 pts Buckner Tractor Pull 20 pts Culver's Night 20 pts	
Competition	CTSO Social (20 pts per event) (80 pts) (CHAPTER ACTIVITY OUTSIDE OF SCHOOL) 1. 2.
Area Competitor 50 pts Districts Competitor/Fair Exhibitor 50 pts Place (medal or make stage) <b>or</b> 50 pts	AM or PM

3.

4. 20 x's =

Meetings (10 pts per meeting) (50 pts) 10 x's =

CTSO or Program Specific Points

SAE Visit 25 pts  
Area Proficiency 50 pts  
State Proficiency 75 pts

Greenhand Degree 50 pts  
Chapter Degree 75 pts  
State Degree 100 pts

**TOTAL PTS**

CTSO Achievement Plan (Letter)

(CTSO member must accomplish 300 points of 1225 possible)



DECA Have you earned a CTSO letter in a previous school year? YES or NO Became a national member 25pts

Class Representative/Officer – Completed responsibility determined by CTSO Advisor 70 pts  
or Bylaws. Meetings attended

District or State officer – Completed responsibility 100 pts

Yearly Fundraiser goal– minimum 5 items sold = \$80 (retail) 25 pts  
Give 15 pts for each additional \$50 (retail)  
(Maximum of 75 additional pts earned) 15-75 pts

Competition

Districts Competitor 50 pts

Place (medal or make stage) or 25 pts

1<sup>st</sup> place 50 pts

State Competitor 75 pts

Place top 10 or (medal - make stage) or 50 pts

1<sup>st</sup> place 75 pts

Nationals Competitor 100 pts

Place (Top 10) or 75 pts

1<sup>st</sup> place 100 pts

CTSO Community Service– (explain below)

Food drive (minimum of 5 items) 10 pts

Project Warmth (minimum of 3 items) 10 pts

Adopt a Family (minimum of \$5 donation) 10 pts

Helping with Local Food Bank or other out of school service 30 pts

Professional Development

District Leadership (Tucker Leadership, SkillsUSA Fall Leadership, FFA District Leadership) 25 pts

State Leadership 35 pts

Regional/National Leadership (Courtesy Corp., Central Region, FFA National Convention) 55 pts

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CTSO Social (20 pts per event) (40 pts) (ACTIVITY OUTSIDE OF SCHOOL)

1.

2.

3. 20 x's = CTSO or Program Specific Points or Class Reps– (DO NOT DUPLICATE ABOVE)

1. \_

SPECIFIC)

2. \_

25 pts 25 pts 25 pts

3. \_

Job Shadowing or Internship (PROGRAM)

1. \_20 pts

**TOTAL PTS**

Teacher Approval

## **Levels of Certification:**

### **The Career Portfolio! This is viewed as the premier award for students at CTC!**

Students who excel at the CTC may be eligible to receive the Career Portfolio. The Career Portfolio is a portfolio containing formal documents that students use in their job search and/or college applications.

The Career Portfolio tells employers and others that the student has achieved a level of excellence in their CTC program. Eligibility requirements include:

1. An "A" or "A-" for each semester of CTC enrollment
2. A minimum of 94% attendance in the career and technology program
3. A minimum score of national average or cut score on TSA
4. Completion of all semesters of a program
5. No major disciplinary referrals at the CTC
6. Demonstration of a positive attitude as indicated in instructors evaluations
7. First year seniors in a senior only program may qualify

### **Certificate with Honors**

1. An "A" or "A-" for each semester of CTC enrollment
2. A minimum of 94% attendance in the career and technology program

### **Certificate**

1. 94% attendance averaged over the two years
2. A C- average for the year or years

To qualify for an **honor certificate** you must meet all requirements for the 1 or 2 year certificate and make nothing less than an A- in any of the programs semesters. First year seniors in a two year program may qualify for an honors certificate but not a portfolio. If you do not meet the requirements a statement of training will be given in place of a completion certificate.

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### **Statement of Training**

1. Less than 94% attendance over the 2 years
2. Less than a C- average for the year or years

### *School Cancellations and/or Early Dismissal*

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the Blackboard Parent Communication System to notify students and parents/guardians. Announcements will also be made on the District's website, Facebook, Twitter, and Instagram accounts, and on local TV and radio stations. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone

someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

### *Deliveries*

Deliveries should be made to the office and essential items will be delivered by school staff to students in classrooms. Delivery of non-school related items (i.e. flowers, etc.) are not allowed at school.

### *Parties/Celebrations*

Individual teachers will share information with families regarding any parties or celebrations that are planned throughout the year.

### *Student Parking*

Junior and seniors students who qualify for parking privileges must obey all parking regulations and apply to purchase a parking tag in accordance with the Student Parking Regulations form in the back of this Handbook.

Parking at CTC is limited to staff, visitors, and Fort Osage students with a valid driving permit. Bus transportation is provided for sending school students.

- If a student needs to drive to CTC, they can request a driving permit from their CTC instructor. All requests must be submitted 2 days prior to driving.
- All sending school students are expected to ride the bus unless prior permission is obtained from the home school office. Students returning to CTC after school for TFT must get a driving pass.
- \*Students must drive safely to and from CTC. Students could lose permission to drive to CTC due to unsafe driving.

**A student may not drive or ride to/from the CTC without prior arrangement from the CTC administration and sending school administration.** Students who violate the driving policy will be subject to the following disciplinary action:

1. Warning – Letter sent home (there may be additional restrictions for Automotive Technology Students)

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2. Students will receive one day ISS (in-school suspension at home school or other equivalent)
3. Car will be left at the CTC to be picked up by a parent, and two days ISS (in-school suspension)

Any student driving without school approval in the month of May will be required to leave their car at CTC and ride the bus back to their sending school.

Students **will not** be allowed to work on their own vehicles without permission from CTC administration (**This also includes Fort Osage Students**). Automotive Technology I and II will drive on assigned days only. All driving passes must be signed and turned into the office no later than one day prior to the assigned driving day. Students must have a B- or better work ethic grade, their instructor's approval and an automotive liability form completed before any work can be done. All CTC driving procedures apply to car transportation to and from the CTC. Students may be denied service if the work interrupts the planned curriculum. Students should not bring their or their parent's vehicles to be worked on without obtaining permission and completing the driving pass with

all necessary signatures. Violation of this rule will be considered insubordination and students will be disciplined accordingly. Driving is a privilege, not a right. Students in violation of this process will have all driving privileges suspended for a minimum of nine weeks.

At no time during the school day is a student allowed to drive and/or park anywhere at CTC except the front parking lot without permission from their instructor or the CTC office. This includes the Agriculture building and all shops.

**What should I do if I miss the bus?**

If you should miss the bus, you are then encouraged to have a parent bring you to the CTC. We realize that this is not always possible and have therefore set this procedure in place: • If the student is already at school

o The student should first go to their principal to obtain permission to drive. o The sending school principal will then call a parent/guardian to get permission for the student to drive.

• If the student is not at school

o The parent/guardian should contact the sending school principal for permission to drive. (If the sending school is not in session or unavailable, the parent should contact the CTC administration to obtain permission)

• The sending school will then call the CTC to let us know the student is driving. • When the student arrives at the CTC, the student will check into the office first thing. Students are allowed to drive without a driving pass **3 times** during the school year. The procedures above must be followed. We will not give permission for your child to ride with another student.

Driving passes are available in the CTC office if your child needs to drive to the CTC. Please have passes returned to the office within two days prior whenever possible.

**CAREER AND TECHNOLOGY CENTER AT FORT OSAGE  
STUDENT DRIVING PERMIT  
FOR SENDING SCHOOLS**

Student Name

Class

Home High School

Reason the student is making this request to drive to the Career and Technology Center

Date student will be driving

It is understood that the car is driven to the school for the purpose stated above and that **no one will be permitted to ride to or from the CTC with the driver.** Afternoon students will not be permitted to leave until Fort Osage students are dismissed.

Student initials\_\_

APPROVAL

(Must have all signatures to drive)

1. Instructor:
  
2. CTC Administrator:
  
3. Parent:
  
4. Sending School Administrator:

Description of vehicle:

**\*\*\*Student driving permits are available from your CTC instructor\*\*\***

District Policy Information

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

- to:
- Inspect all instructional materials.
  - Inspect and provide prior written consent for a student to participate in certain student surveys.
  - Be informed of and provide prior written consent for physical examinations or screenings that

the school or agency may administer to a student.

- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

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

All District policies can be located at: <https://tinyurl.com/48kwx3kb>

### English Language Learners S-150-S

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

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages.

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

Director of Curriculum & Assessment  
2101 N. Twyman Rd., Independence, MO 64058  
816-650-7000  
ell@fortosage.net

### School Nutritional Program F-290-S

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

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

This institution is an equal opportunity provider.

### *Student Transfers S-120-S*

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

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon childcare, educational, safety, health, or welfare needs of the student, or to address overcrowding in a school. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.
2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to

attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

### Tobacco-Free Policy C-150-S

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

### Firearms and Weapons F-235-S

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

### Asbestos F-215-S

In accordance with the Asbestos Hazard Emergency Response Act of 1986, the District maintains a copy of the Asbestos Management Plan in the Superintendent's office, and a copy in each District building. The Plan is available for public inspection upon request.

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

Upon your request, the Fort Osage R-I School District is required to provide to you, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### Concerns or Complaints Regarding Federal Programs C-125-S

The District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal law regarding the ESEA governed programs. Any concerns or



complaints that the District may have violated these laws should be reported to the District's Compliance Officer for immediate investigation so that the District may successfully address the issue. The District's Compliance Officer will be responsible for investigating and addressing all specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA. A complaint not resolved at the District level may be appealed to the Missouri Department of Elementary and Secondary Education.

### Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

Throughout the school year, there may be times that the District staff, the media, or other

organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) \_\_, understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part.

Please select one of the following consent options:

Yes, I consent to all of the above mentioned uses.

Yes, I consent to use for school yearbook and school/District publications, but not social media or website.

No, photographs, videos, etc. of my child may not be used for the yearbook, school/District publications or social media/website.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date:

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

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for a communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) \_\_, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

Email Address(es):

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date:

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

Student Signature:

Student Name (please print):

Student ID: Grade: Date:

*Parent Technology Usage Agreement Permission Form*

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

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date:

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

I acknowledge that I have received and reviewed the 2021-2022 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date:

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

(High School ONLY)

Student Name:

Date of Birth: Grade: \_\_

PARENT STATEMENT:

I hereby give permission for my child to carry and self-administer the medication(s) approved/listed below. My child agrees to follow Fort Osage School District's procedures concerning the handling and administration of medication (Medication Policy - Guidelines available on the Fort Osage web-site). I understand that the District and its employees or agents shall not incur liability as a result of any injury arising from the self-administration of medications by my child. I shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self administration of medication by my child.

- I understand this does not include Asthma, Insulin, or Epipen -- I will complete a health plan with the school nurse.
- I understand this permission is only for the school year. • I have initiated the over-the-counter (*non-prescription*) medication my child will be allowed to carry and self administer.

Over the Counter Parent Initials/ Medications Name: ONLY as: Approval

Ibuprofen (Advil/Motrin)	200 mg, 1-2 tablets	As needed every 6 hours	
Acetaminophen (Tylenol)	325 mg, 1-2 tablets	As needed every 4 hours	
Acetaminophen Extra Strength (Tylenol)	500 mg, 1 tablet	As needed every 6 hours	
Naproxen (Aleve)	220 mg, 1 tablet	As needed every 12 hours.	

**\*\* PLEASE LIMIT THE NUMBER OF TABLETS in the bottle to no more than 2 doses.** Parent Signature: Date:

STUDENT Understanding Statement:

***I agree to follow the Fort Osage Medication Policy. I agree to keep my medication in the original container in my belongings or in my locker, and I will not share medication with other students.***

Student signature: Date:

