

Ozark School District Middle School Handbook



2019-2020

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Ozark Mission & Belief Statements

Student Dedicated Every Day, Student Driven In Every Way

- We believe every student should be prepared for success in the path they choose to pursue.
- We believe student achievement comes through both independence and collaboration.
- We believe in different methods of instruction because students learn in different ways.
- We believe every student, regardless of individual challenges, is able to learn in a safe and equitable learning environment.
- We believe all students serve a vital role in the growth and sustainability of our Ozark community.

Ozark Middle School Commitments & Belief Statements

- We believe all OMS students should be respectful, responsible, and safe, and we will work with students to develop these skills.
- We believe all students can learn, and we won't give up on them until they do.
- We believe in providing enrichment and re-teaching opportunities to meet students' needs.
- We believe in learning and growing as educators to improve student achievement.
- We believe parents should be involved in their child's school and we welcome them at OMS.
- We believe practice work should be focused and meaningful, and students should not be penalized for practice work while they are learning.
- We believe grades should be an accurate representation of what a student knows or is able to do.
- We will collect and use data to improve learning.
- We believe students deserve credit for their highest level of mastery.

Ozark School 2019-2020 Calendar

August 15: FIRST DAY FOR STUDENTS
September 2: Labor Day (No School)
October 11: End of First Quarter
October 18: No School
November 5: Election Day –
No School/Teacher PD Day
November 27-29: Thanksgiving Break
(No School)
December 19: End of First Semester
Dec. 20 – Jan. 3: Christmas Vacation
(No School)

January 6: First Day Second Semester
January 20: Martin Luther King, Jr. Day
(No School)
February 17: President's Day (No School)
March 13: End of 3rd Quarter
March 16-20: Spring Break (No School)
April 10 – April 13: Easter Break
(No School)
May TBA: Graduation
May 22: Last Day for Students (1/2 Day)

Ozark Middle School Bell Schedule

Monday – Thursday

Students May Enter Building @ 7:20 a.m.

Period	Begin	End
1st Period	7:40	8:29
2nd Period	8:32	9:20
3rd Period	9:23	10:11
4th Period	10:14	11:02
5th Period/7 th Lunch	11:02	12:19
6th Period/6 th Lunch	11:58	1:12
7th Period	1:15	2:03
TIGER FOCUS (8th PERIOD)	2:06	2:40

Lunch Monday - Thursday

	Begin	End
First Lunch	11:02	11:27
Ninjas and Imagineers		
Second Lunch	11:29	11:54
Tiger Power and A-Team		
Third Lunch	11:54	12:19
Extreme and Incredibles		
Fourth Lunch	12:21	12:46
Ozone and Warriors		

Friday

Student May Enter Building @ 7:20 a.m.

Period	Begin	End
1st Period	7:40	8:25
2nd Period	8:27	9:12
3rd Period	9:14	9:59
4th Period	10:01	10:46
5th Period/7 th Lunch	10:46	11:56
6th Period/6 th Lunch	12:03	12:51
7th Period	12:54	1:40

Lunch Friday

	Begin	End
First Lunch	10:46	11:11
Ninjas and Imagineers		
Second Lunch	11:13	11:38
Tiger Power and A-Team		
Third Lunch	11:38	12:03
Extreme and Incredibles		
Fourth Lunch	12:05	12:30
Ozone and Warriors		

Ozark Middle School Handbook 2019-2020

This handbook contains information about school services and explains policies and procedures that will enable students to have a profitable and pleasant school year.

Academic Expectations ([School Board Policy IK](#))

At Ozark Middle School, administrators believe every student has the right to an education in a safe and orderly environment free from disruptions. The teachers of OMS will use best practices in the classroom by setting high, obtainable expectations for students. All students are expected to put forth the effort necessary to achieve at the highest level, ask for help when needed, and complete all assigned work.

Acceptable Usage Policy ([School Board Policy EHB](#))

It is the policy of the Ozark School District to maintain an environment that enhances the educational opportunities and achievement of District students. The District recognizes the educational and professional value of instructional technology, both as a means of access to enriching information and as a tool to develop skills that students need. Use of the Ozark School District Wide Area Network (OSDWAN), the internet, or campus technology is a privilege, increasingly essential to learning that offers new freedoms and demands new responsibilities. Use of instructional technology will be for or in support of education, research, and enrichment of class assignments.

Students and staff will follow good digital citizenship by utilizing instructional technology resources in a positive, appropriate, and legal manner that supports the District's mission and vision. The District expects a consistently high level of personal responsibility of all users granted access to the District's technology resources.

- Due to the ever-changing nature of technology, the District reserves the right to amend the Technology Usage Policy at any time to address the changing nature of the digital environment.
- The Ozark School District Technology Department is responsible for maintaining the District's technology resources and establishing requirements and procedures for the issuance of user accounts.
- The use of instructional technology is an integral part of daily instruction. Students will consistently be exposed to and operate technology, they will be expected to demonstrate good digital citizenship.
- The District will take appropriate disciplinary action against any user who willfully and knowingly violates the [Acceptable Usage Policy](#).
- The Ozark School District, in compliance with the Children's Internet Protection Act (CIPA), will utilize measures to block and filter internet access to visual depictions and other materials deemed to be obscene, child pornography, illegal or harmful to minors.
- No filtering system is completely effective or efficient. Students should report any inappropriate content to their teachers, and teachers need to report inappropriate behavior or sites to their administration and the Ozark School District Technology Department.
- Students are encouraged to be safe, active members of the digital world. When students use electronic communication for instructional purposes or make digital content as part of the educational process, they need to utilize their school-issued account.
- Students are encouraged to utilize instructional technology. Users should expect only limited privacy in the contents of personal files on the Ozark School District's system.
- Parents have the ability at any time to investigate or review the contents of their child's files and browsing history. Parents have the right to request the termination of their child's network use at any time.

- All damages incurred by the District due to the misuse of the District's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

Acceptable Use

Acceptable use of the Ozark School District Wide Area Network includes, but is not limited to, using the internet or campus technology for:

- Accessing only accounts and files for which students or staff have permission.
- Using appropriate language and being considerate of others when using digital tools and communication.
- Striving to be good digital citizens and following all copyright laws, including refraining from the illegal installation of copyrighted software and copying the work of others without permission.
- Use in a legal manner.
- Providing positive, truthful information and reporting any bullying or discriminatory language to the appropriate authorities.
- Being diligent in protecting the personal information of another person, including name, address, phone number, email address, social security number, account numbers, passwords, and other items used for identification.
- Being meticulous in actions to ensure normal network usage and service are not interrupted by avoiding the following: propagation of electronic viruses, distribution of chain letters or broadcast messages to multiple lists or individuals, violation of personal privacy, or unauthorized access to protected and private network resources.
- Using the District's network in support of education, research, public service, economic development or government purposes.
- Staying on task and refraining from extensive private or personal use.

Restrictions for Students

- Any faculty or staff member may moderate restrictions on student use including the amount of time spent online.
- There are areas on the internet that contain sites not appropriate for student use. Any student accessing these sites will be subject to student discipline in accordance to Ozark School Board Policy [JG](#) and [JG-R](#).
- Students are not to reveal their personal home addresses or phone numbers.
- Students must notify parent(s)/guardian(s) and instructor immediately if any individual is trying to make personal contact for illicit or suspicious activities.
- Giving out personal information about another person is strictly prohibited.
- Students who accidentally access unacceptable material shall immediately notify the appropriate school personnel. This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

Access

All staff and students will be provided a username and password to gain access to computer applications, email, and the internet. The system will prompt each user to change his/her Microsoft password occasionally to provide security to each account. Staff and student Google accounts will not prompt for a password change, and students should not change their password unless directed to do so by an administrator. It is important that users keep usernames and passwords confidential.

Equipment Use

Members of the technology staff will maintain all District equipment, and users are expected to exercise care in the use of this equipment. Misuse of equipment will result in staff member's or student's denial of access to equipment.

Security

In addition to regularly changing passwords and keeping usernames and passwords confidential, additional security measures should be taken. Once logged in, a user should not leave the computer unattended without locking the computer. PCs can be locked by pressing Ctrl-Alt-Delete and then clicking "Lock this computer." Once locked, only the person currently logged in can unlock the computer by pressing Ctrl-Alt-Delete and then entering his/her password. After entering the password, the user will return to the application he/she had been using before locking the computer. For the security of data, teacher and staff computers are automatically locked after 15 consecutive minutes of non-use; the staff member will be required to enter his/her password to reactivate the computer.

Software Licensing

It is illegal to install software without licenses; therefore, all software installed on District computers must have appropriate licenses. To standardize software across the District, all software purchases must go through the Ozark School District Technology Department. When purchasing new software, a record of all software licenses will be kept in the Ozark School District Technology Department and should also be kept at the building level.

Accidents in School (School Board Policy [JHC](#) and [EBBA](#))

All accidents occurring at school, whether serious or not, must be reported to the school nurse immediately. The school nurse administers first aid, provides immediate temporary care, and notifies parents whenever it is deemed necessary. All doctor's notes should be given to the front office.

Assemblies

Attending school assemblies is a privilege. Failure to abide by the assembly expectations will result in removal from the assembly plus any other consequences deemed necessary by administration.

1. Walk to and from the assembly in a quiet, orderly manner.
2. Follow seating procedures as directed.
3. Sit upright and pay attention.
4. Behave in a courteous and respectful manner.
5. Show appreciation for the speaker or program by applauding at the proper time.

Attendance (*School Board Policy JED*)

Parents need to notify the office when their student is absent.

Regular attendance at school is an important part of every student’s success and is necessary in order to best benefit from the educational experience. Students who are frequently absent from school miss out on direct instruction, classroom activities, group discussion, and daily interactions with the classroom teacher and classmates.

The student is responsible for obtaining homework assignments from their teachers. It is the responsibility of each student to make up any work missed during the absence. Note: Students who miss school (all or part of a day) because of involvement in approved activities (such as a field trip) are NOT considered absent. In addition to missed educational opportunities, the State of Missouri has a compulsory attendance law requiring daily attendance. As absences accumulate, the risk of academic and behavioral difficulty also increases. Ozark Middle School will continue to verify and notify the students and their families of absences. Interventions, documentation, and individual absence reviews increase with continual absences. The District is legally obligated to monitor student attendance; excessive absence from school will be reported to the proper authorities including but not limited to the Department of Social Services Children’s Division and the Christian County Juvenile Office.

Attendance Guidelines

The primary goal remains the encouragement of attendance, not the punishment of absences. All student absences will be assessed on case-by-case situation. As absences accumulate, a systematic approach to communicating with the student and his/her family becomes increasingly critical. As a student’s absences accumulate, Ozark Middle School will follow these guidelines:

Step 1: Notification of 5 absences

- a. Letter mailed to parents/guardians
- b. Teacher from educational team contacts parents/guardians

Step 2: Notification of 8 absences

- a. Letter mailed to parents/guardians.
- b. Grade-level counselor contacts parents/guardians

Step 3: Notification of 10 absences

- a. Letter mailed to parents/guardians.
- b. PBIS team contacts parents/guardians

Step 4: Notification of 15 absences

- a. Letter mailed to parents/guardians
- b. Referral to District Level Attendance Committee

Before School

Students go to the designated grade-level gym (7th – Main Gym and 6th – East Gym) or to the cafeteria for breakfast when they arrive. Students are not to travel through the halls without a hall pass from their teacher. Teachers will sign a hall pass for students to be in their classroom in the mornings. Food and drinks should not be consumed in gym.

During School

Parents wishing to leave a message for their student, or to contact a teacher, may call the office. Students arriving late or leaving school early must be signed in/out by their parents/guardians. Adults coming to the school should go directly to the office. Students must not leave school without checking out through the office.

After School

Students should remain in the building after school only for specified, organized activities or when under the direct supervision of a teacher. All students should be picked up by 3 p.m.

Book Bags

Students are allowed to carry a drawstring bag from class to class. All students may place larger backpacks in a locker (7th grade) or a cubby (6th grade). Students are encouraged to use their lockers or cubbies in order to reduce the number of items they have to carry.

Bullying *(School Board Policy JFCF)*

In order to promote a safe learning environment for all students, the Ozark School District prohibits all forms of bullying. The District also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school.

Cyberbullying is form of bullying committed by 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, or computer. The District has jurisdiction over cyberbullying that uses the District's technology resources or that originates on district property, at a District activity or on District transportation. Even when cyberbullying does not involve district property, activities or technology resources, the District may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior.

Students who wish to report alleged incidents as bullying, either as a victim or witness, should report to the office and complete a student statement form. The assistant principal will review the student statement form and begin an investigation.

Upon conclusion of the investigation the victim(s) of bullying will work with the assistant principal to develop a plan of support. As part of that plan the victim(s) will have access to the school counselor for additional support.

Bus Information

Please contact the Ozark Transportation Department for bus assignments at (417) 582-4735. Riding the school bus is a privilege. **Students must ride their assigned bus and transfer bus only.** Any request to ride another bus will need prior administrator approval. A student can only exit the bus at their assigned bus stop or assigned school. The driver is in charge of the bus and the students at all times, and his/her instructions are to be obeyed. Disciplinary violations will be reported to the building principal. For the safety of all students, school policies are in effect while students ride the bus. The administration may find it necessary to temporarily or permanently withhold the privilege of riding the bus from those students who fail to follow transportation rules and guidelines.

Bus Rules & Regulations ([*School Board Policy JFCC*](#))

The Ozark School District provides a student transportation service to the patrons of our community. The District believes this is a valuable service and places high expectations on the drivers and the students. The students share in the responsibility to maintain a safe, orderly, and courteous environment. The driver's relationship with the students mirrors that of the classroom teacher.

Listed below are the minimum expectations for students on the bus transportation system during regular routes or activity trips. The drivers reserve the right to establish seating assignments or other rules that enable them to safely and effectively transport students.

- Students shall obey all instructions from the school bus driver.
- Students will ride their assigned bus and transfer bus unless they have been given permission.
- Students must occupy the seat assigned to them, if seats are assigned.
- The same courteous conduct, as is expected in the classroom, must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
- Students must refrain from unnecessary conversation with the driver.
- Students must be on time at the designated bus stops.
- Students must not stand in the traffic lanes while waiting for the bus.
- Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw wastepaper or trash on the floor or out of the windows of the bus.
- Students will not open or close the windows of the bus without the permission of the driver.
- Students must not at any time put hands, arms, or heads out of the windows.
- Students must not stand or move about inside the bus or try to get on or off a bus while it is in motion.
- Students must immediately report to the driver any damage occurring to the bus.
- Students must follow the instructions of the driver when entering or leaving the bus and when they must cross the road or highway.
- Students must ride their bus to their previously designated bus stop. Students are not allowed to ride home with friends or get dropped off at other locations without prior permission.

Possible consequences for inappropriate behavior include, but are not limited to:

- Driver-student conference
- Assigned seating
- Administrator-student conference
- Administrator-student-parent conference
- Behavior contract
- Detention
- Loss of bus privileges
- In-school suspension
- Out-of-school suspension
- Long-term out-of-school suspension
- Expulsion

Care of Books, Equipment & School Property

When students accept their textbooks or any other equipment issued by the school, they are entrusted with the responsibility of caring for books and equipment beyond ordinary wear and tear. If students lose or damage books or other school-issued items, they are liable for the costs, allowing for normal depreciation. If school-provided supplies are stolen or misplaced, the student is responsible.

Cell Phones & Other Electronic Devices ([*School Board Policy JG*](#))

Students are not allowed to bring electronic devices to school that could lead to disruptive behavior. The school shall not be responsible for any lost or damaged items. Students are discouraged from bringing cell phones; however, if they choose to carry a cell phone, the phone is to **remain off and put away upon their arrival to school until after dismissal from school**. Violation will result in a discipline and confiscation of the phone.

Prohibition of Phones/Photos Taken by Cellular Devices

The Board desires to protect students' personal privacy in accordance with law. Thus, students are prohibited from using phones or other cellular devices to take photographs or to record photographic images, whether in digital or other form, during any class or instructional period during the school day, unless the student receives advance permission to do so from the classroom teacher.

Students are prohibited from using phone or other cellular devices to take photographs or to record photographic images, whether in digital or other form, of inappropriate school behavior.

In addition, students are prohibited from using phones/photographic devices in a facility or location at which students or others have a reasonable expectation of privacy. Examples include, but are not limited to, restrooms, locker rooms, and changing areas. This prohibition also includes the taking of a photograph of an individual, regardless of location on District property or at a District-sponsored event, when such photograph either invades or could be perceived as invading the privacy of an individual.

Finally, students may not use phones/photographic devices in staff offices, staff areas, or records storage areas. Students who use such phones/photographic devices to record photographic images in violation of this policy are subject to an out-of-school suspension for up to 180 school days for the first offense. In addition, the actions of such students may be reported to law enforcement.

Counseling Services ([*School Board Policy JHD*](#))

The purpose of the Counseling service is to help each student in his social, educational, and personal development. Conferencing with students receive first consideration of the counselor's time and are scheduled as necessary. The counselors also conduct the testing services at school. Areas tested include cognitive ability and achievement. Conferences with parents and students concerning test scores, grades and other issues may be held.

Definition of Disciplinary Actions ([*School Board Policy JG*](#))

Ozark Middle School is a Positive Behavior Intervention Support (PBIS) school. Classroom, building, cafeteria, and playground expectations are displayed for students. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of the expectations to list the proper behavior for the school day. If these expectations are not met, the infraction will result in disciplinary action. **Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.** In extraordinary circumstances where the minimum consequence is judged by the superintendent or his/her designee to be unfair or not in the interest of the District, the superintendent or designee may reduce the consequences listed in this policy as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school transportation or at a school activity whether on or off school property. It is the policy of the Ozark School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First-, second- or third-degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled [substance](#) or [weapon](#) in violation of the District's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student if the District is aware the student is under the jurisdiction of the court.

Discipline ([School Board Policy JG](#))

Every student is given a Digital Discipline card for each quarter of the school year. Teachers will initial this card to address a variety of issues. The student is sent to the office in accordance to the discipline card. Each student starts the process over each quarter with a blank Digital Discipline Card.

Every student will begin each quarter with 3 available signature lines for each subject. Technology and Safety have their own section and are kept separate. Tardies will also be recorded for each subject area. After 3 signatures in one area the student will receive a 30-minute detention with that teacher. After an additional 2 signatures, the student will receive an after-school detention lasting one hour. Finally, any additional signatures obtained that quarter will result in an additional office referral, and/or in-school suspension. Please refer to Board Policy JG for discipline.

Discipline Consequences

In-School Detention (ISD)

In-school detention is arranged by the classroom teacher to be served before school, during lunch, or after school.

Hourly Detention

Hourly detentions are served during the specific class in which the undesired behavior occurred.

After-School Detention (ASD)

After-school detentions are held after school from (2:45 – 4 p.m.) on Wednesdays. Failure to attend ASD, or inappropriate behavior during ASD, will result in additional days of ASD or ISS.

In-School Suspension (ISS)

In-school suspension is used for various violations of school policy. In-school suspension occurs when a student's behavior warrants removal from classes for a period of time, but suspension or expulsion from school is not recommended.

Out-of-School Suspension (OSS)

Out-of-school suspension is used when a student violates a major violation of school rule or for repeated violations. During OSS, students are not allowed on school grounds, school buses, or to attend any school activities.

Discipline Offenses

See discipline [Policies \(JG-R\)](#) at the District website under Board Policies:
A printed copy of the policy is available upon your request.

Dress Code ([School Board Policy JFCA](#))

The Board of Education and the administrators reserve the right to regulate clothing and grooming when it relates to modesty, cleanliness, or disruption and distraction to the educational process.

Items in the Personal Appearance Code may be changed or added based upon future board policy.

Emergency Drills ([School Board Policy EBC](#))

Fire, tornado, earthquake, and intruder drills are held at regular intervals during the year. Each student should learn the instructions posted in each classroom for proper procedures to use during these drills. **Please note that falsely pulling fire alarms results in severe disciplinary action.**

Emergency Notification ([School Board Policy EBCA](#))

During severe weather situations, many factors are involved in the decision to close school. The primary consideration is always the safety of the students. The decision once made is given immediately to the radio and television stations. Additional weather and school cancellation information will be disseminated through social media and the school website.

Extracurricular Activities ([School Board Policy IGD](#))

Please read [Citizenship Agreement Form](#) for more information.

Sports

Prior to beginning workouts/practices for any sport, students must have had a physical examination by a licensed physician, at which time a physical exam form must be completed by the doctor. This form must be returned to the coach.

Student Council

Student Council is composed of elected members of the 6th and 7th grades. Student Council strives to maintain good school spirit with special projects and special days. Student Council helps to ensure effective communication between the administration and the student body. Elections are held in the spring. Student Council members may need to spend extra time at school to assist with council projects.

Student Clubs

A variety of clubs are available for students; check with the guidance and counselor's office for the list of clubs.

Eligibility Standards for Activities

Participation in extracurricular programs in the Ozark School District is a privilege. To attain such privileges, students must meet the standards of eligibility of the Missouri State High School Activities Association. Furthermore, students must meet the requirements of the Ozark School District. See the forms at the back of the policy section of the handbook for complete details.

Student Drug Testing ([Board Policy JFCI](#))

The purpose of this policy is to help prevent substance abuse among students, encourage treatment for students with substance abuse problems, and ensure that students have the opportunity to attend school and participate in activities in a fair, safe, and healthy environment.

Drug Testing

Participation in extracurricular activities carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the District will require parents, guardians, and students to consent in writing to initial drug testing and random drug testing of students in grades 7-12 as a condition of participation in covered activities in accordance with this policy. Students who are 18 years or older may consent to testing without a parent's signature. Testing shall be administered to participating students only while the covered activity in which they are a participant is "in season" as determined by the Missouri State High School Activities Association (MSHSAA) and the District's administration.

Students who test positive through this testing program will be excluded from participation in covered extracurricular activities as described below. Positive tests in grades 7 and 8 are cumulative, but they will not carry over into grades 9 through 12.

First Offense – Exclusion from all covered activities until the student provides written proof that he/she has enrolled in substance abuse counseling by a credentialed chemical dependency counselor, and the student must pass a drug test administered by the District *or* exclusion from all covered activities for a minimum of 30 participation days and the student must pass a drug test administered by the district prior to participating in covered activities again. The parents, guardians, and student are responsible for the costs of counseling and the drug test.

Second Offense – Exclusion from all covered activities for a minimum of 60 participation days and the student must pass a drug test administered by the District prior to participating in covered activities again. The parents, guardians, and student are responsible for the cost of the drug test.

Third Offense – Exclusion from all covered activities for 365 calendar days and the student must pass a drug test administered by the District prior to participating in covered activities again. The parents, guardians, and student are responsible for the cost of the drug test.

Fourth Offense – Exclusion from all covered activities for the rest of the student's enrollment in the District.

For the purposes of this policy, a "participation day" is each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting, or an event.

A positive test through a random drug testing program will not result in suspension from school or academic sanctions. The District will not report results to law enforcement.

Review

Because participation in activities is a privilege and not a legal entitlement, there is no right to a hearing to challenge a student's exclusion from a covered activity under this policy. Nevertheless, the District will provide a student or parent/legal guardian the opportunity to express their concerns to the District administration and the Board.

The parent/guardian or student must submit any concerns in writing to the superintendent or designee within five school days of notification of the student's exclusion from the covered activities. Once receiving the written concerns, the superintendent will meet with the student and student's parent/guardian. During this meeting, the student and parent/legal guardian may explain their position and the facts they believe warrant reversal of the decision. The superintendent will determine whether a different result is warranted.

If the student or parent/guardian are still not satisfied, they may request in writing to speak to the Board no later than five working days after the superintendent has communicated his or her decision. The student or parent/guardian must set forth the specific relief sought, as well as the reasons why the Board should grant that relief. The Board has the right, in its sole discretion and judgment, to determine the request on the written documentation provided or, alternatively, request that the student and parent/guardian appear before the Board to address the matter.

The exclusion shall remain in effect during this review process.

Suspicion-Based Drug Testing

Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by District policy. Students testing positive will be disciplined in accordance with the District's discipline policy and may also be excluded from extracurricular activities as determined by the District. A student who refuses to submit to testing may still be disciplined under the District's discipline code for being under the influence of alcohol or drugs.

Drug Testing ([*Board Policy JFCI-AP*](#))

Covered Activities – Any extracurricular activity governed by the [Missouri State High School Activities Association \(MSHSAA\)](#) which requires an eligibility roster.

If a covered activity is part of a class for which the student will receive a grade or academic credit and the student and/or his or her parents or guardians refuse to consent to drug testing, the student may still take the class but will be assigned alternative activities in the place of the extracurricular component of the class. Likewise, if a student and his/her parents or guardians consent to drug testing and the student tests positive, the student's grade or credit in the class will not be impacted, but the student will be assigned alternative activities in the place of the extracurricular component of the class.

General Procedures for Random Drug Testing

Notification and Consent: Students wishing to participate in extracurricular activities receive a copy of the drug testing policy and related administrative procedures. The coach or activity sponsor must have a signed drug testing consent form on file for each participating student by the beginning of the season. A signed consent form shall be valid for all covered activities and will remain effective until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities.

Selection for Testing: Prior to testing, each participant in a covered activity will be assigned an identification code. The athletic director will maintain one cross-referenced list of names and codes. Only the athletic director, principal/assistant principal, and superintendent/assistant superintendent have access to this list.

The testing provider/laboratory will randomly select up to 5 percent of participating students by identification code for drug testing periodically throughout the school year. The random selection process will result in an equal probability that any participating student could be chosen. The testing provider/laboratory will notify the athletic director and/or the principal/assistant principal of the students selected for testing by identification code. District employees shall not have the authority to waive the testing of any student selected using the random selection process. If a student tests positive, the District will provide the laboratory the contact information for the student's parents or guardians.

Protection of Information (Privacy): The laboratory will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the appropriate extracurricular sponsor, the parent/guardian of the student, and other persons the superintendent or designee determines need to know the information to implement District policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with a need to know the information will have access to the information.

Positive Test Results: If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/guardian shall be given the opportunity to submit additional information to the laboratory so that the laboratory may determine whether the positive result was caused by something other than the consumption of prohibited substances. After analyzing the test results in light of any medical information provided, the provider/laboratory's medical review officer will confirm the positive result and contact the District.

Refusal to Submit or Falsifying Results: A student refuses to submit for drug testing when he/she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal to submit to testing. If a participating student refuses to submit to drug testing or takes deliberate action to falsify results, the District will proceed as if the student received a positive test. However, the minimum consequence will be exclusion from all covered activities for 365 calendar days, the student must pass a District-administered drug test prior to participating again, and the student will forfeit all awards and honors given for the covered activities, or eligibility for those awards.

Gangs ([Board Policy JFCE](#))

At OMS, creating a positive and safe environment free from harassment, intimidation, and a "gang" influence is a top priority. A gang is defined as: a formal or informal ongoing organization, association, or group that has as one of its primary activities the commission of criminal or delinquent acts. A gang consists of three or more persons who have a common name or common identifying signs, colors, or symbols.

Gang-related symbols or activities will not be tolerated. Symbols or activities may include, but are not limited to: particular clothing, tags, visible tattoos, jewelry, bandanas, written, hand, verbal or non-verbal communication or anything else viewed by the administration as being gang related or intimidating to others. Display of any gang affiliation may result in suspension and referral to the police.

Grading

Ozark Middle School believes grades should be an accurate measure of what a student knows or is able to do. Administrators also believe that they should do everything in their power to help all students' master learning. The grading system is based on an instructional cycle that loops up until every student has mastered the instructional objectives. The curriculum is based on units of study. Grades in the grade book are only recorded for summative assessments of these standards.

The assessment cycle runs as follows: teachers in every subject area within the same grade level teach the same instructional unit together, providing instruction based on student need, and administering the same common assessments. At the end of the unit, the summative assessment is given to determine student mastery of the unit objectives. This is the score reflected in the grade book. If students do not score at least an 80% (6th grade) and 75% (7th grade) on the summative assessment, instruction continues until learning is mastered. Students may be assigned additional instruction during Tiger Focus, before school, or after school and then they may re-test on that standard. Students receive credit for their highest level of mastery (highest score), and they are allowed to keep trying and re-testing as many times as needed. No grade is final until the end of the school year. Students who achieve an 80% (6th grade) and 75% (7th grade) or higher on their first summative have the option of receiving additional learning practice and the opportunity to retake a summative assessment to strive for a higher grade.

Health Services ([*School Board Policy JHC*](#))

A registered professional nurse with special training in public and school health is assigned to OMS. It is the duty of the nurse to counsel students with health problems, arrange for adjustments in the student's school program when health factors make this necessary, and offer assistance in case of an emergency. Parents are urged to inform the school nurse of any student health problems. It is very important that the Emergency Card be completed and returned to school as soon as possible after registering. Any medications must be dispensed from the office.

Lockers ([*School Board Policy JFG*](#))

The school administration has the right to search lockers at any time.

Seventh-grade students are assigned a locker at the beginning of school. It is the student's responsibility to see that this locker is kept in good order at all times. Each 7th-grade student is also assigned a locker in the locker room for physical education. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Replacement locks cost \$5.

Nutrition/Food Service (*School Board Policy [EF](#) and [EFB](#)*)

The school cafeteria is a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Free and reduced-price meals shall be served to those students eligible as determined by the family size/income scale. No discernable distinction is made between paying and non-paying students who receive meals at school. **Applications for free and reduced-price meals may be picked up in the office.** All students eat in the school cafeteria. Students may buy their lunch or may bring their own lunch from home. No student may leave school during the lunch period. **Food or drink may not be taken from the cafeteria.** Lunch money should be brought to the office in an envelope labeled with the student’s name. **Lunch money is credited to each account during 1st hour; therefore, any money turned in after 1st hour will be credited to the student’s account on the following day.**

The Middle School Cafeteria offers students a variety of choices each day. A regular tray lunch contains one main item, two side items, and a regular carton of milk. Lunch purchases may be tracked on the parent portal on SIS, see the school office for details.

Media Center Policies

The Ozark Middle School Library Media Center offers students resources to prepare them with 21st century research and literacy skills. The OMS librarians work to empower students to become prudent researchers and partner with the other libraries within the District and county libraries to ensure access to the most up-to-date resources. These resources include academic databases with peer-reviewed and peer-edited journals and articles with links found on the Media Center’s website. This allows students to have access from home and at school. Students are encouraged to read for pleasure, which promotes cognitive growth and development. The entire library’s collection can be accessed from the school website through Destiny Quest. The website features information about the Missouri’s award nominated books: Mark Twain Award Nominees and Truman Awards Nominees and other library resources.

Students may access the media center before school 7:15-7:45 a.m., after school until 3 p.m., and during the day as teachers permit. English classes visit the library on a regular basis as well. Students are expected to return books on time. Students may check out two books for a two-week period and may renew them as needed. Students are responsible for any materials checked out under their names. If they are lost or damaged, then students will need to pay the replacement cost.

Nondiscrimination (*School Board Policy [AC](#)*)

Please refer to the school board policy.

Office Phone Use

The school telephones in the office are for school business only. They may not be used for social purposes. Students will not be called to the telephone during class time except in cases of emergency.

Perfect Attendance

Students eligible for perfect attendance at the end of the year must be present in at least half of every class period for the entire school year.

Promotion/Retention Guidelines ([*School Board Policy IKE*](#))

To be eligible for promotion to the next grade level, Middle School students must meet the following Criteria:

- A student must pass 7 of 8 classes each semester of the current school year.
- A student must not fail both semesters of any core class (math, ELA, science, social studies).

Students who do not meet these criteria may recover up to two semester courses during summer school. Successful completion of summer school *may* allow a student to regain their eligibility for promotion *if* they recover **all** required courses needed to meet the standards listed above. Students who do not meet these standards will be retained in the same grade for the next school year.

Return Check Policy

Ozark School District has contracted with eTech Transaction Solutions Inc., to facilitate the District with a check recovery plan effective July 1, 2007. Please note returned checks are presented to the bank electronically; additional fees are applied for returned checks. If you have any questions, please call the Business Office at (417) 582-5965.

Sportsmanship

Respect for Opponents

The opponent should be treated as a guest, greeted cordially upon arriving, given the best accommodations, and accorded with tolerance, honesty, and generosity.

Respect for Officials

Officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability.

Knowledge and Understanding of Rules

Familiarity with the most up-to-date rules of the game are essential.

Self-Control

Good sportsmanship requires one to understand his/her own bias and possess the ability to prevent the desire to win from overcoming rational behavior.

Appreciation of Skills in Performance

Applause for an opponent's good performance is a demonstration of generosity and goodwill.

Responsibilities of OMS Students

Student behavior as spectators during athletic events reflects upon our school. As a result, OMS students shall:

- Know and demonstrate the fundamentals of sportsmanship.
- Correct fellow students whose conduct is unbecoming.
- Respect school property and authority.
- Show respect for injured players.
- Avoid applauding errors or penalties of opponents.
- Not heckle, jeer, or distract opponents.
- Refrain from criticizing players or coaches for a loss.
- Respect the judgment and strategy of the coach.

Student Recognition

Ozark Middle School recognizes the importance of positive reinforcement for meeting and/or exceeding expectations. Some of the ways the Middle School recognizes student achievement is through awards such as Student of Month, Honor Roll, Perfect Attendance Award, MAP Awards and positive discipline cards.

Student in Good Standing

During the year, special event opportunities arise for students to attend or participate in activities outside the traditional school curriculum. Some examples include community service projects, state tournaments for varsity sports, field trips, incentive days, dances, etc. To attend such events, a student must be in good standing both academically and behaviorally. Academic good standing means a student currently has no D or F grades or on the previous quarter grade card or progress report. The behavior requirement for a student in good standing is to have had no current ISS or OSS assignments currently or in the previous nine weeks from the date of the event. A student with multiple ISS assignments, OSS assignments, or discipline involving drugs, alcohol, or weapons is automatically ineligible to attend special events for the remainder of the school year.

Tardy Policy

Tardiness causes a disruption of the educational process. Therefore, student handbooks will be signed for any unexcused tardy that occurs during the school day. To receive an excused tardy slip from the office, students must either be signed in by a parent, present a note from a parent, or have a phone message in the office from a parent. Students failing to meet this requirement will receive an unexcused tardy slip and have their handbook signed for an unexcused tardy before they will be allowed to go to class. Students must present their tardy slip to the teacher when they arrive at class. **Students with excessive tardiness may be assigned discipline and/or reported to the proper authorities.** Students intentionally missing classes or any part of the school day to avoid a tardy will be subject to disciplinary action.

Teaming

Ozark Middle School is structured around a Team Concept. Each student is assigned to a core team of teachers. The 6th-grade and 7th-grade teams consist of math, English, social studies, and science. This team of teachers has common planning time and may schedule parent/teacher

conferences to include each member. The Team Concept is designed to allow each student to belong to a family in the school environment, and to allow teachers to have a better overall understanding of each child’s unique needs.

Visitors

Parents and citizens are encouraged to visit Ozark Middle School. In order to maintain the proper security, visitors are requested to follow these procedures:

- All visitors entering the Middle School are required to sign-in in the office.
- Visitors are required to wear an identification badge.
- All badges are to be returned to the receptionist at the time of departure.
- No student visitors will be permitted during the school day without prior administrative approval.

*Thank you for helping us maintain a safe school environment.

Additional Information

This written handbook is only an overview of a few procedures and philosophies followed at Ozark Middle School. A more complete list of such policies and statements can be found on the school’s website at: www.ozarktigers.org/oms

AS THE PARENT OF THE ABOVE-NAMED STUDENT, I CERTIFY THAT I HAVE READ AND UNDERSTAND, AND THAT I WILL DIRECT MY STUDENT TO COMPLY WITH, THE GOOD AND CREDITABLE CITIZENSHIP STANDARDS.

Signature _____

Date _____

OTHER AREAS 1ST QUARTER			TIGER FOCUS 1ST QUARTER		
Date	Initial	Offense	Date	Initial	Offense
30 minute detention with teacher _____			30 minute detention with teacher _____		
1 hour after school detention _____			1 hour after school detention _____		
Office Referral and ISS _____			Office Referral and ISS _____		

ELA 2ND QUARTER			MATH 2ND QUARTER		
Date	Initial	Offense	Date	Initial	Offense
30 minute detention with teacher _____			30 minute detention with teacher _____		
1 hour after school detention _____			1 hour after school detention _____		
Office Referral and ISS _____			Office Referral and ISS _____		

SCIENCE 2ND QUARTER			SOCIAL STUDIES 2ND QUARTER		
Date	Initial	Offense	Date	Initial	Offense
30 minute detention with teacher _____			30 minute detention with teacher _____		
1 hour after school detention _____			1 hour after school detention _____		
Office Referral and ISS _____			Office Referral and ISS _____		

P.E. 2ND QUARTER			ELECTIVE #1 2ND QUARTER		
Date	Initial	Offense	Date	Initial	Offense
30 minute detention with teacher _____			30 minute detention with teacher _____		
1 hour after school detention _____			1 hour after school detention _____		
Office Referral and ISS _____			Office Referral and ISS _____		

P.E. 3RD QUARTER			ELECTIVE #1 3RD QUARTER		
Date	Initial	Offense	Date	Initial	Offense
30 minute detention with teacher _____			30 minute detention with teacher _____		
1 hour after school detention _____			1 hour after school detention _____		
Office Referral and ISS _____			Office Referral and ISS _____		

ELECTIVE #2 3RD QUARTER			ELECTIVE #3 3RD QUARTER		
Date	Initial	Offense	Date	Initial	Offense
30 minute detention with teacher _____			30 minute detention with teacher _____		
1 hour after school detention _____			1 hour after school detention _____		
Office Referral and ISS _____			Office Referral and ISS _____		

OTHER AREAS 3RD QUARTER			TIGER FOCUS 3RD QUARTER		
Date	Initial	Offense	Date	Initial	Offense
30 minute detention with teacher _____			30 minute detention with teacher _____		
1 hour after school detention _____			1 hour after school detention _____		
Office Referral and ISS _____			Office Referral and ISS _____		

ELA 4TH QUARTER			MATH 4TH QUARTER		
Date	Initial	Offense	Date	Initial	Offense
30 minute detention with teacher _____			30 minute detention with teacher _____		
1 hour after school detention _____			1 hour after school detention _____		
Office Referral and ISS _____			Office Referral and ISS _____		

