

# OZARK JR. HIGH SCHOOL

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NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ BUS # \_\_\_\_\_

PARENTS: Please read over this handbook with your son/daughter. If you have any questions concerning this handbook, we ask that you call us at 582-5902. Please make sure the information above is filled out correctly. Signatures below indicate that the handbook has been read and the rules and regulations are understood.

A handbook must be carried by all students, at all times, while attending Ozark Junior High. All students will be required to purchase a handbook for the school year. A replacement book can be purchased for \$5.00 in the office.

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

## TABLE OF CONTENTS

Academic expectations .....	5
Accidents at school .....	5
Assemblies .....	5
Attendance .....	5
Book bags .....	7
Bus information .....	7
Bus rules and regulations .....	7
Care of books, equipment, and school property .....	8
Cell phones and other devices .....	8
Counseling services .....	9
Dances .....	9
Definition of discipline .....	9
Disciplinary procedures .....	10
Discipline consequences .....	13
Discipline offenses .....	14
Dress code .....	14
Emergency drills .....	15
Emergency notification .....	15
Extracurricular activities .....	15
Student Council .....	15
Gangs .....	16
Grading.....	16
Health services .....	16
Honor roll .....	16
Lockers .....	17
Lunch/food service .....	17
Media center policies .....	17
Nondiscrimination .....	18
Grievance procedure .....	18
Commitment to Compliance under ADA.....	20
NCLB Complaint Procedure .....	21
Office phone use .....	21
Perfect attendance .....	21
Promotion/retention .....	21
Return check policy .....	21
Silver Dollar City/8 <sup>th</sup> Grade Trip .....	21
Sportsmanship .....	22
Student recognition .....	22
Student in Good Standing .....	22
Tardy policy .....	23
Teaming.....	23
Visitors .....	23
Citizenship standards expectations .....	23
Student Drug Testing .....	26
Co-curricular expectations .....	30
Acceptable usage policy .....	33
Technology usage agreement: student.....	34

## Welcome Letter

Dear Parents, Guardians and Students,

Greetings and welcome to the 2016-2017 school year. Ozark Junior High (OJH) is very excited about the opportunities that await us in the upcoming school year. This year will be filled with lots of challenges and change both academically and through the on-site construction. Through this constant change and growth both individually and for school it is to become distracted from the goal of working hard and valuing your education. I would like you to challenge yourself to always try your best and work hard. Hold high expectations and standards for yourself. Keep in mind the reason why you are attending school- it is about maturing, growing, and learning in all the activities you participate in on a daily basis. On behalf of Ozark Junior High, we wish you all the very best in the 2016 - 2017 school year.

We encourage you to take some time to look over and discuss the handbook with your child. Because the information contained in this handbook is so important, we want to ensure that you and your child have read the handbook and you assist your child in his/her understanding of the contents.

Parents are always welcome at school, when you plan to come to school, remember to sign in at the main office to obtain and wear a visitor's pass. Please note that visitors are not allowed to meet with teachers or students unless prior arrangements have been made and the office notified. No visitors are allowed unless they have official business to conduct.

Communication and involvement are the keys to the success in your child's education. We strongly encourage you to participate in your child's education to the best of your ability. We will strive to communicate with you in various ways. This may include the district website, parent portal, district newsletter, report cards, progress reports, news releases, text message services, assemblies, phone calls, email, letters, and open house.

At any time, if you have questions or concerns, please do not hesitate to call or email me at Ozark Junior High.

The Administrative Team Ozark  
Junior High School

# Ozark JR High School Bell Schedule

## Bell Schedule 1      Monday – Thursday

<b>Beginning</b>	<b>Ending</b>	<b>Period</b>	
<b>7:45 am</b>			<b>Lunch Schedules</b>
7:50 a.m.	9:16 a.m.	1 <sup>st</sup>	
9:21 a.m.	9:51 a.m.	2 <sup>nd</sup>	
9:56 a.m.	11:22 a.m.	3 <sup>rd</sup>	
11:27 a.m.	1:17 p.m.	4 <sup>th</sup>	1 <sup>st</sup> Lunch 11:27 a.m. -11:53 p.m. (11:58 tardy bell)
1:22 p.m.	2:50 p.m.	5 <sup>th</sup>	2 <sup>nd</sup> Lunch 11:55 p.m.-12:21 p.m. (12:26 tardy bell)
			3 <sup>rd</sup> Lunch 12:23 p.m.-12:48 p.m. (12:53 tardy bell)
			4 <sup>th</sup> Lunch 12:50 p.m. -1:17 p.m. (1:22 tardy bell)

## Bell Schedule 2      Friday



<b>Beginning</b>	<b>Ending</b>	<b>Period</b>	
<b>7:45 a.m.</b>			<b>Lunch Schedules</b>
7:50 a.m.	9:06 a.m.	1 <sup>st</sup>	
9:11 a.m.	10:27 a.m.	3 <sup>rd</sup>	
10:32 a.m.	12:27 p.m.	4 <sup>th</sup>	1 <sup>st</sup> Lunch 10:32 a.m. -10:58 a.m. (11:03 tardy bell)
12:32 p.m.	1:50 p.m.	5 <sup>th</sup>	2 <sup>nd</sup> Lunch 11:00 a.m.-11:26 a.m. (11:31 tardy bell)
			3 <sup>rd</sup> Lunch 11:28 a.m.-11:54 a.m. (11:59 tardy bell)
			4 <sup>th</sup> Lunch 11:56 a.m. -12:27 p.m. (12:32 tardy bell)



## **Ozark Junior High Handbook**

### **Academic Expectations**

At Ozark Junior High (OJHS), we believe every student has the right to an education free from disruptions in a safe and orderly environment. The Teachers at OJHS will use the best practices in education and set high but achievable standards for their students. We expect all students to put forth the effort necessary for them to achieve at the highest level, ask for help when needed, and to complete all assigned work.

### **Accidents in School**

All accidents which occur in school, whether serious or not, must be reported to the school nurse immediately. The school nurse will administer first aid, immediate temporary care, and notify parents whenever it is deemed necessary. No student will ever be sent or taken home early unless an adult is present to assume responsibility for the student.

### **Assemblies**

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.

Attending school assemblies is a privilege. Failure to abide by assembly rules will result in removal from the assembly plus any other consequences as determined by the administration.

### **Attendance**

#### **ATTENDANCE POLICY**

Daily attendance at school is the first and most important part of any student's success in his or her educational program. For this simple basic reason, each student under the guidance of a parent/legal guardian shall make every attempt to maintain the highest possible attendance. This commitment to attendance has given our district a level of attendance and participation of which we can all be proud. There are for each of us, however, certain conditions which may arise making attendance on a given day impractical.

The district is committed to providing the best possible education program for all our student's and working constructively with parents toward this goal.

School officials are charged under Missouri Revised Statute Sections 167.031, 167.081, and 167.111 with the duty of seeing that each child is in compliance with our state school attendance laws. Each school district in Missouri is expected to meet and/or exceed 90% of all students attending school at a rate greater than 90%.

With these considerations in view, the following attendance rules apply to Ozark Junior High School.

1. Students who need to leave campus during the school day for any reason must provide a written note of parental permission to the attendance office before school begins that specific day.
2. Subject to the following conditions, students are expected to make up any work missed.
  - a. Only a reasonable amount of time may be allowed for this work, as determined by the teacher of the class.

- b. The make-up work will approximately equal what is missed but will not necessarily be of identical content.
  - c. The opportunity to make up work must not interfere with the right of those who are present to proceed with their involvement in the educational process. Therefore, the teacher will schedule make-up work in accordance with the teacher's discretion and judgment.
  - d. Students must understand that not all learning can be "made up." Class participation, discussion, and the like cannot be repeated or reconstructed. Experiences of this kind must be recognized as simply "missed."
1. In an effort to work constructively with the family, the Junior High School will attempt to call the parent or guardian when a student is absent. This call serves to verify the absence (eliminating the need for a "note") and to make it easier to arrange for assignments in order to assist the student in keeping-up with schoolwork.  
**Advanced phone notification from the parent to the Junior High School attendance office in the event of a student's absence are appreciated.**
  2. Occasionally instances may occur which constitute truancy or willful and unnecessary absence. Such instances are addressed as disciplinary incidences, and are subject to investigation and handling by school officials. Every effort will be made to work with the parents and keep them informed in the event of such circumstances.

As absences accumulate a systematic approach to communicating with the student and their family becomes more and more critical. The Ozark Junior High School will follow the attendance guidelines, listed below, to ensure that communication is an integral part of the process to maintain the highest level of attendance.

1. An information letter is sent notifying that student absences have increased. The purpose of this letter is to inform parents and students to the importance of regular attendance.
2. The second letter is to inform parents there is a growing concern with regard to student absence continuing to climb. The school district can provide support and assistance to parents as needed.
3. The third letter is to inform the parents that the number of student absences has increased to the point of being critical and action is needed to correct the situation. The School District will take appropriate action to assist the parents in correcting the increase in their student's poor attendance. This could include but not limited to attendance plans, meetings with parent to resolve issues and include outside agencies to assist in support of the parents to resolve the situation.
4. The fourth letter is to inform parents that the situation has reached a critical level. The School district may require parents to come and meet with the District's attendance committee. This committee is comprised of the Executive Director of Operations, At-Risk Coordinator, Building Level Administration and a School Resource Officer. The purpose of this committee is to review all documentation and ensure the Student, Parents and School District is doing all that is needed to resolve the situation.

Our primary goal remains the encouragement of attendance, not the punishment of absence. With this in mind, we as teachers, parents, and students should be able to maintain and improve the educational opportunities and experiences available to all the students of the Ozark R-VI School District.

**BEFORE SCHOOL**

Students will go directly to the West Building gym when they arrive at school. Students wishing to go to breakfast, the library, their locker, etc. will need to get permission from the West Building gym supervisor.

1<sup>st</sup> hour will begin promptly at 7:50 AM. Parents may drop off students at the West Building drop off location, accessed by using the North Parking lot, in order for students to be near their 1<sup>st</sup> hour class.

#### *DURING SCHOOL*

Students or teachers cannot be called to the telephone during class. Parents wishing to leave a message for their child or to contact a teacher may call the Junior High office. Children arriving late or leaving school early must be signed in/out by their parents. Adults coming to the school for a child should call for them at the principal's 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 must be picked up by 3:00 in the pick-up lane. Any student remaining after 3:00 will be picked up in the STOMP room.

#### **Book Bags**

Students WILL be allowed to carry book bags between classes. Students may lose the privilege if the book bag is used inappropriately. Students are encouraged to use their lockers in order to reduce the number of items they have to carry.

#### **Bus Information**

Please contact the Bus Barn for bus assignment, **(417) 582 – 4735**. Riding the school bus is a privilege. **Students must ride their assigned bus only.** A student can only exit the bus at their assigned bus stop or assigned school, i.e. junior high students must not exit their bus at the high 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 are riding the bus.**

#### **Bus Rules and Regulations**

The Ozark R-6 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. As with any public school service, the students must share in the responsibility for maintaining a safe, orderly, and courteous environment. The driver is in full charge of the students and the bus at all times during the route. The driver's relationship with the students should be that of the regular classroom teacher. Bus transportation for students is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules.

The level of safety for the transportation of our students relies heavily on the complete cooperation of the students and level of concentration of the bus driver. It shall be the duty of the driver to report to the school administration the names of any students who persist in violating the rules and regulations of the bus and the driver. The administration may find it necessary to temporarily or permanently withhold the privilege of riding the bus from those students who fail to cooperate accordingly.

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

- Students shall obey all instructions from the school bus driver.
- 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. The job requires their full attention.
  - 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 waste paper 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 to 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.
  - Students will be courteous to the driver, fellow students and the general public. Foul language and disrespect will not be tolerated.
  - All policies regarding student behavior for OJHS will be enforced on the school bus.

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 and School Property**

When students accept their textbooks or any other equipment issued by the school, they are entrusted with the responsibility of taking care of books and equipment to the extent that they are not damaged beyond the ordinary. If students lose or damage books or other school-issued items, they are liable for the costs, allowing for normal depreciation. If a book is stolen or misplaced, the student is responsible.

### **Cell Phones and Other Electronic Devices**

**Students that are using their cellphone or any device to record (video/audio) another student or adult, regardless of the expectation of privacy, is in violation of school policy and will receive disciplinary consequences.**

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. The only electronic device that is an exception is a cell phone. Students are discouraged from bringing cell phones; however they may choose to carry a cell phone but 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 card signature, confiscation of phone, and returning of phone to parent.

### *Prohibition on Camera Phones/Photos Taken by Cellular Devices*

The Board desires to protect students' personal privacy in accordance with law. Thus, students are prohibited from using camera 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 camera 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 camera 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 bodily privacy of an individual. Finally, students may not use camera phones/photographic devices in staff offices, staff areas or records storage areas.

Students who use such camera 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.

Students are also warned that the transfer, distribution or posting of images taken in violation of this policy may subject them to school disciplinary action and possible referral to law enforcement, even if such transfer, distribution or posting occurs off-campus.

### Counseling Services

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

### Dances

Attending school dances is a privilege awarded to students in good standing academically and with a good discipline record. For a student to be eligible a student must not be currently serving an ISS assignment, have received an OSS assignment during the semester, and be a student in good academic standing. 8<sup>th</sup> grade students may be eligible to attend school dances. The dances begin at 7pm and end at 9pm. All handbook / district policies including but not limited to those regarding behavior, dress code, electronic devices, cell phones, and leaving the campus will be enforced at all school dances. All 8<sup>th</sup> Grade dances are limited to Ozark 8<sup>th</sup> grade students. All 8<sup>th</sup> grade students who have not served an out of school suspension during the semester can attend the dance. All dress code and cell phone policies are in affect during the dance.

### Definition of Disciplinary Actions

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain 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 designee to be manifestly 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 R-VI 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 who the district is aware is under the jurisdiction of the court.

## **Disciplinary Procedures**

Conduct-General Behavior

***\*It is the responsibility of the student to become familiar with all policies and procedures. Students are expected to follow classroom and general school policies. Failure to do so will result in disciplinary action.***

*Code of Conduct - General Behavior Expectations:*

1. Address teachers as Miss, Mrs., Mr. or Coach followed by their last name.
2. Students are to show **RESPECT** for fellow students and teachers at all times.  
Bullying, name calling and belittling will not be tolerated.
3. Care should be taken of all school property.
4. No open drinks or food may be brought into the school. This includes fast-food, fast-food drinks and squirt bottles. Water, pop and juice may be purchased here before and after school but must remain in the cafeteria. No liquid or food is to be stored in a locker. If a class requires drink containers, they will remain under the supervision of the teacher.
5. No student shall disturb classroom instruction or an assembly.

6. No use or possession of alcohol, tobacco, illegal substance, or over the counter products on school property.
7. No toy guns of any kind or other disruptive toys are allowed.
8. No weapons or facsimiles of weapons of any kind may be in a student's possession. This includes pocketknives, ball chain necklaces and billfold chains.
9. Lighters, matches and any type of fireworks are not allowed at school.
10. **Cell phones must be turned off once a student enters the building. Cell phones must be turned off during the school day unless authorized by the teacher. There will be no cell phone usage or text messaging during the school day. The following actions will be followed for violation of the above stated policy:**

1<sup>st</sup> Offense: Teacher confiscates phone, notifies office by filling out a SIS referral and returns phone to student at the end of school day.

2<sup>ND</sup> Offense: Teacher confiscates phone, notifies the office by filling out a SIS referral, and turns phone into the office for parent pick up. Consequences will increase the more numerous the violations of the policy which may include detentions, ISS, or OSS.

11. No radios, tape players, electronic toys, laser lights, pagers, or beepers are allowed.
12. Gang symbols, signs, gestures, and clothing are not allowed. No racial, ethnic, or sexual comments will not be tolerated.
13. No running, shoving, hitting, fighting, scuffling, or horseplay.
14. No hats are to be worn in the building at any time.
15. Gambling is prohibited. No cards of any kind are allowed at school. This includes trading cards.
16. There should be no public display of affection or loitering.
17. If a student fails to report for a detention or ISS, a more severe consequence will result including but not limited to detentions, In School Suspension, Out of School Suspension, or loss of privileges or incentives.
18. In order to assure safety in congested areas, no skateboards, skates or scooters may be ridden on campus. Bikes must be locked at the bike rack.
19. Backpacks, bags, or purses are to be kept under the student desks and not allowed in the aisles.
20. **COMPUTER USAGE EXPECTATIONS:**
  1. Computers are to be treated and used with request.
  2. Only school-appropriate items\*\* are to be produced with the computers.
  3. Any individual using the Internet must have a responsible use form signed.
  4. While on the Internet only school-appropriate sites may be explored or used. Individuals are not to e-mail or participate in chat rooms.
  5. Individuals may not download any items from the Internet unless pre-approved and assisted by the teacher.
  6. Teacher reserves the right to limit time on computer to best serve the interest of all students.

7. If computer lab rules are violated, disciplinary action will be taken upon the responsible party/parties.

**\*\*Teacher and/or principal deem what is appropriate and not appropriate.**

21. STUDENT CONDUCT:

Certain standards of conduct are expected of students at school. These standards are necessary for safe operation of a learning environment, for development of respect for the rights of others, and to instill the essentials of courtesy and good manners as a basis of personal conduct.

- a. **Students are to walk at all times in the halls and rooms.** Running creates a hazard to the individual as well as other students.
- b. Teachers and supervisors are charged with responsibility for the safety and behavior of students. **Therefore, all reasonable instructions from school personnel are to be followed by all students.** Refusal to do so constitutes a disciplinary violation.
- c. **Pupils will be required to pay for damaged or lost books,** school equipment or other property damaged beyond ordinary wear. The amount to be paid shall be assessed by the principal.
- d. Students are not to use or be in possession of any form of alcohol, tobacco, or illicit drugs. **Pretending to use or be in possession of or discussing the use or possession of such items will be treated the same as actually using or possessing them.**
- e. Students must not operate school equipment or use school materials unless it is done under the direct supervision of a teacher.
- f. Students are **not to bring skateboards** to school or to school activities.
- g. Students are not to be involved in the buying, selling, or trading of property at school. This includes the buying and/or selling of products for fund-raising purposes.
- h. **No sharing of lockers is allowed.**
- i. Once students enter the school building, caps or other head gear are not be worn.
- j. **Gum is not allowed at school.**

Students must not be on school property after school hours unless attending a school sponsored activity and or under the direct supervision of school personnel. Students must not arrive more than 30 minutes before the scheduled event. Students must have a ride arranged for pickup immediately following the event. Violations are subject to loss of privileges.

**Students while attending junior high ball games are to be in the stands supporting our teams.**

***Code of Conduct- Minor Individual Behavior***

Most classroom discipline problems involve people disturbing or distracting those attempting to learn or teach. Building discipline problems generally involve students not showing respect for others and

their environment. Interventions that the teacher implements to have the student choose a different behavior are based on the research driven, best practices in education. When a student creates a problem for him/herself or someone else, there will be a consequence. Consequences may be immediate or delayed at the discretion of the teacher.

Ozark Junior High is not in the business of punishment; rarely can schools make a punishment immediate or severe enough to significantly change behavior. The Junior High makes every attempt to establish discipline; with emphasis on self-discipline. When students' behavior is unacceptable for the educational process, the Junior High staff expects the students to make decisions concerning their behavior and live with the consequences. Students can choose a way to eliminate the problem for themselves and others or they may choose to have a double learning experience if their decision continues to create a problem. The staff will respond to inappropriate behaviors in a variety of ways but not limited to; student-teacher conferences, parent notification, "time-out", referral to the counselor, referral to office, teacher supervised detention, verbal agreements, and behavior contracts, etc. Some students may need time and guidance in the Student Resource Center, Buddy Room or in the In School Suspension room to help solve their problem and will be assigned at the discretion of the administration.

### ***Code of Conduct- Major Individual Behavior***

The following are descriptions of prohibited conduct and potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

It will be at the discretion of the principal, assistant principal, or superintendent to administer consequences of any violation of the Ozark Junior High Discipline Plan, as the severity of the infraction warrants. Every situation is unique; therefore the administrator will have discretion to develop different strategies for different students and different situations. The consequences may be more severe or less severe than indicated by the policy, including suspensions or recommending expulsion.

### **Discipline and consequences- Defined**

#### ***TEACHER DETENTION***

Teacher detentions are held after school until 3:20 with the teacher in which the misbehavior occurred. The intent is to give the student and teacher a chance to talk about the situation, discuss solutions, and explain possible gaps in learning due to the classroom disruption.

#### ***AFTER SCHOOL DETENTION (ASD)***

After school detentions are held after school from (2:50-4:00) on Tuesdays and Thursdays. Detention forms are given to the student with the expectation that they will show it to their parents, get it signed, and return it to the office. Failure to do so may result in further disciplinary action. Failure to attend ASD or any type of inappropriate behavior during ASD will result in additional days of ASD, ISS, or OSS.

#### ***SATURDAY DETENTION (SAT)***

Saturday detentions are held in the junior high and will last from 8:00 until 12:00. Failure to report for Saturday detention or any type of inappropriate behavior during a Saturday Detention will result in 3 days in-school-suspension. Individual circumstances may be evaluated by the principal. The school district does not provide transportation to and from Saturday Detention. Students will meet at the doors near the main office and may not enter the building until the Saturday Detention teacher lets them in.

#### ***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. It is an alternative to suspension or expulsion and is an effort by the administration to help the student. It gives him/her another chance. It is designed so that the student has the opportunity to work on classroom assignments in a restricted setting under the direct supervision of a staff teacher. Failure to abide by the following ISS rules, ISS classroom rules, or directions from the instructor will result in OSS.

1. Students must report to the attendance office upon arrival or by 7:40 a.m.
2. Students must bring to the office all books, notebooks, and other material needed for assignments. Daily assignments must be completed on time. This also includes the work assigned to address the inappropriate behavior.
3. Students must stay in designated area and not leave unless permission is given. Restroom privileges will be granted only during class time when other students are not in the hall.
4. Student may not visit with other students without permission.
5. ISS students will eat lunch in the cafeteria at a time separate from the rest of the Junior High population. ISS students will be given an opportunity to eat breakfast when a breakfast is requested. The student is allowed to bring their own lunch.
6. Students assigned to ISS are not eligible to represent the school in any extracurricular activities until the suspension is complete. Permission may be granted to observe or participate in practices with consent from the coach/sponsor and approval from the principal/Athletic Director.
7. Student must be out of the building and off school grounds by 3:00 PM each day unless under the direct supervision of a teacher or an administrator.

#### *OUT-OF-SCHOOL SUSPENSION (OSS)*

Out-of-school suspension is used where a student is guilty of a major violation of school rules or guilty of repeated violations. During OSS students are not allowed on school grounds, school buses or to attend any school activity. The credit for student work missed due to their suspension may not exceed 59% of the original credit.

**Discipline offenses** See discipline Policies(JG-R) at the District website under Board Policies:

<http://www.ozark.k12.mo.us/policies/bdpolicy/>

**A printed copy of the policy is available upon your request from the Ozark Junior High Office**

#### **Dress Code**

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.

- Shoes or sandals must be worn.
- No Pajamas or sleepwear, sleepers or house shoes or blankets
- Hats or any other head gear are not to be worn inside of the building.
- Faculty and staff of specific courses where safety or health is a factor shall require students to adjust hair, jewelry, or clothing accordingly during class.
- Gang related colors, tags symbols, or apparel (bandanas, etc.) is prohibited.

- No sagging of pants (under garments may not be visible). Pants must ride above the student's buttock.
- Gloves, sunglasses (except for medical circumstance), or long knee length coats shall not be worn in the school building during school hours.
- Tops which are too revealing due to length, texture or lack of coverage are not allowed.
- The wearing of chains from wallets or clothing is prohibited.
- See-through shirts or blouses, clothing designed as underwear (e.g. boxer shorts), low cut clothing, short shorts, miniskirts, halter tops, strapless tops, single strap tops, spaghetti strap tops, or clothing that exposes inappropriate parts of the body will not be allowed. No exposed midriffs will be allowed during the academic day, therefore clothing that exposes the stomach or waist when the student is standing will not be permitted.
- Shorts, skirts, or holes located above the thumb at a relaxed standing position will not be allowed. Leggings/tights will not suffice as appropriateness to cover holes in jeans/pants.
- Clothing and accessories with profanity lettering, alcoholic beverage logos, tobacco logos, drug references, sexual innuendoes, or satanic inferences are prohibited.
- Spiked collars or spiked bracelets will not be allowed.
- Clothing styles, unusual grooming, or jewelry that is disruptive to the learning process will not be allowed.
- Students are expected to observe good grooming and personal hygiene while in school.
- Any attire that constitutes a threat to the student's health or safety will not be allowed. Items in the Personal Appearance Code may be changed or added based upon future board policy.

### **Emergency Drills**

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

### **Emergency Notification**

During any severe weather situation, many factors are involved in the decision to close school. The primary consideration will always be the safety of the students. The decision will be made as soon as possible and will be 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**

#### *SPORTS*

The sports program for students at OJH consists of cross country, football, wrestling, basketball, and track for boys; and cross country, volleyball, basketball, cheerleading, and track for girls. **Prior to beginning workouts/practices for any sport, students must have taken 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. Practices are usually held after school, but sometimes, due to the availability of space, they will be held before school in the morning

### **Student Council**

Student Council is composed of elected members of the 8th grades. Student Council strives to maintain good school spirit with special projects, special days, and student elections. Student Council helps in communication between the administration and the student body. Elections are held in the spring of each year, and student participation is encouraged. It is necessary that council members be able to spend extra time at school to assist with council projects.

#### *STUDENT CLUB*

A variety of clubs are available for students to participate or be a part of, check with the guidance and counselors office for the list of clubs.

#### *ELIGIBILITY STANDARDS FOR ACTIVITIES*

Participation in extra-curricular programs in the Ozark School District is a privilege that must be earned by all students. To attain such privileges, the student must meet the standards of eligibility of the Missouri State High School Activities Association. Furthermore, the student must meet the following requirements of the Ozark School District. See the forms at the back of policy section of the handbook for complete details.

### **Gangs**

At OJH 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**

Reports of each student's accomplishments will be sent home at mid-semester and at the end of each semester. Progress reports are sent home approximately four weeks into each quarter. These and the mid-semester grade reports are intended to serve only as an indicator of a student's progress for that specific period of time. Semester grades, based on the student's performance for the entire semester, are the grades which become part of the student's permanent records. Parents need to sign the progress report and return it to school the next day. Parent-teacher conferences may be scheduled at any time during the school year by contacting the teacher or school office. The grading system and equivalent point system are:

**A (4 pts.) - Excellent**

**B (3 pts.) - Superior/above average**

**C (2 pts.) - Average**

**D (1 pts.) - Inferior/below average**

**F (0 pts.) - Unsatisfactory work**

**Cr - Individual achievement based on attitude**

**Inc. - Incomplete work; must be made up or completed within the following quarter or it becomes an "F". This grade must have the approval of the building principal.**

### **Health Services**

A registered professional nurse with special training in the field of public and school health is assigned to OJH. It is the duty of the nurse to counsel students with health problems, to help arrange for adjustments in the student's school program when health factors make this necessary, and to offer assistance in case of an emergency. Parents are urged to inform the school nurse of any health problems the student has in order that the school may adjust the school program if necessary. 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.

### **Honor Roll**

An Honor Roll will be published at the end of each semester. It will consist of those full-time students who have maintained a 4.0, 3.5, or 3.0 grade point average for the semester.

## Lockers

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

Each student may request a locker with a school lock for the storage of books and equipment. It is the student's responsibility to see that this locker is kept in good order at all times. Each student is also assigned a locker in the locker room for the storage of clothes 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 \$5.00

## Lunch/Food Service

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. It is also the policy of the school district that free and reduced price meals shall be served to those students eligible as determined by the family size/income scale. No difference is made between paying and non-paying students who have meals at school. **Applications for free and reduced price meals may be picked up in the office.** All students who eat lunch at school will eat in the school cafeteria. Students may buy their lunch or may bring their own lunch from home. No student will be permitted to leave school during the lunch period. **No food or drink may be taken from the cafeteria.** Lunch money should be brought to the office in an envelope labeled with the students name, ID number, and amount. **Lunch money is credited to each account during 1<sup>st</sup> hour therefore any money turned in after 1<sup>st</sup> hour will be credited to the student's account on the following day.**

The Jr. High Cafeteria offers students a variety of choices each day. Items may be purchased individually or as part of a regular tray lunch. (A regular tray lunch contains 1 main item, 2 side items, and a regular carton of milk). This requires students to select items and calculate the amount that they will be charged for the items. To assist students in this process all lunch items are clearly marked as a main item, a side item or they have their individual price listed. Price lists are available in the school office. Student lunch accounts must have a positive balance at all times. Lunch purchases may be tracked by parents on the parent portal on SIS, see school office for details.

## Media Center policies

As a Junior High student you will be using the library in a variety of ways. For example, an open book exchange period is available all day and teachers may bring classes to the library to complete research projects. The library is open all day with the understanding that research classes may be scheduled to use all the computer stations during the class day.

The library is usually open daily both before school (7:15am-7:40am) and after school (2:50-3:00 pm). To use the center for library work before school, **obtain a pass from the principal/ teacher in charge of the cafeteria. If you need to complete a research project in the library after school, follow these procedures:**

1. Consult the librarian the day before you wish to stay to confirm whether the library is available for use.
2. Bring a note from your parent/guardian to the library indicating that you will be picked up by 3 pm.

### *CIRCULATION*

Books from the general collection are circulated for two weeks and may be renewed one time. A fine of \$.05 per school day will be charged for any book from the general collection that is returned late.

Most reference books may be checked out at the end of the school day for overnight use and must be returned the next morning. A fine of \$.25 per school day will be charged for reference books that are returned late.

Students are expected to return books on time. If students have overdue books and library fines, they may lose the privilege of borrowing library books, as well as have report cards withheld until they meet their obligations. Students will be held responsible for the cost of lost or damaged books or other library material checked out in their name.

**Nondiscrimination**

(School Board Policy AC.1)

**NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Ozark R-VI School District (“School District”) are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District’s Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR**

Jeff Simpson  
Director of Special Services  
PO Box 166  
302 N. 4<sup>th</sup> Avenue  
Ozark, MO 65721  
Phone: 417-582-5900  
Fax: 417-582-5960

## PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Ozark R-6 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disabilities, 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 Ozark R-6 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Ozark R-6 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Ozark R-6 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District Office located at 302 N. 4<sup>th</sup> Avenue between the hours of 8:00am and 4:00pm.

Any inquiries concerning our School District's compliance may be directed to:

Jeff Simpson, Director of Special Services, P.O. Box 166, 302 N. 4<sup>th</sup> Avenue, Ozark, MO 65721, (417) 582-5900, 8:00am – 4:00pm. Or you may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816)268-0550

This notice will be provided in native languages as appropriate.

# COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Ozark R-VI School District (“School District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

**Employment:** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

## **COMPLIANCE COORDINATOR**

Jeff Simpson  
Director of Special Services  
PO Box 166

302 N. 4<sup>th</sup> Avenue  
Ozark, MO 65721  
Phone: 417-582-5900  
Fax: 417-582-5960

A policies regarding nondiscrimination and grievance procedures can be found on the district website at:  
<http://www.ozark.k12.mo.us/policies/bdpolicy/>

Paper copies of policy AC will be provided upon request from the Junior High School Offices.

### **NCLB Complaint Procedure Process**

For details on the complaint procedure for NCLB please follow the link below to the District website:  
<http://www.ozark.k12.mo.us/cms/lib011/MO01910080/Centricity/Domain/879/NCLB%20Complaint%20Procedure.pdf>

### **Office Phone Use**

The school telephones in the office are for school business only. They will not be used for visiting and social purposes. Students will not be called to the telephone during class time except in cases of emergency. The school courtesy phone in the hall near the cafeteria can be used during school hours only with teacher or office permission. **Please note that dialing false alarm 911 calls or 911 hang up calls on a school phone will result in severe disciplinary action.**

### **Perfect Attendance**

For a student to be eligible for perfect attendance at the end of the year that student has to be present in at least half of every class period for the entire school year.

### **8<sup>th</sup> Grade Promotion / Retention Guidelines**

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

- A student must pass 7 of their 8 classes each semester of the current school year.
- A student must not fail both semesters of any core class.

Students that 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 that do not meet these standards will be retained in the same grade for the next school year.

### **Return Check Policy**

Ozark R-VI Schools has contracted with eTech Transaction Solutions Inc., to facilitate the District with a check recovery plan effective July 1, 2007. Please note that any returned checks will be represented electronically, and you will be charged a collection fee at the maximum allowed by the state. If you have any questions regarding this new policy, please call the Business Office.

### **Silver Dollar City 8th Grade Trip**

The 8<sup>th</sup> grade Silver Dollar City Trip is taken during the last weeks of school. All 8<sup>th</sup> grade students who have not had an out of school suspension during the second semester, currently serving an ISS

assignment, passing all coursework, completion of all required state testing and have a cumulative yearly attendance greater than 90 % are eligible to attend. A reduced park fee will be required to attend.

## **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 "current" rules of the game and the recognition of their necessity for a fair contest are essential.

### *SELF CONTROL*

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

### *APPRECIATION OF SKILL IN PERFORMANCE*

Applause for an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as treason.

### *RESPONSIBILITIES OF OJHS STUDENTS*

Student behavior as spectators determine reflects upon our school. As a result, OJH students shall:

- A.** Know and demonstrate the fundamentals of sportsmanship.
- B.** Respect, cooperate, and respond to cheerleaders.
- C.** Correct fellow students whose conduct is unbecoming.
- D.** Respect school property and authority.
- E.** Show respect for injured players.
- F.** Do not applaud errors or penalties of opponents.
- G.** Do not heckle, jeer, or distract opponents.
- H.** Do not criticize players or coaches for a loss.
- I.** Respect the judgment and strategy of the coach.
- J. J.** Avoid profane language and obnoxious behavior.

## **Student Recognition**

Ozark Junior High recognizes the importance of positive reinforcement for meeting and/or exceeding expectations. Some of the ways we at the Junior High recognize student achievement is through awards such Student of Month, Great Gains Student of the Month, Honor Roll, Perfect attendance, 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 or trips that are outside of the traditional school curriculum. Some examples are but not limited to, 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 has no D or F currently or on the last quarterly or progress report. The behavior requirement for a student in good standing is to have had no ISS or OSS assignments currently or in the

previous nine weeks from the date of the event. 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 to school and to class 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 from a parent left in the office. 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 to school may be assigned discipline and/or reported to the proper authorities when deemed appropriate by school administration.** Students intentionally missing classes or any part of the school day to avoid a tardy will be subject to disciplinary action.

### **Teaming**

Ozark Junior High is structured around a 'Team Concept'. Each student is assigned to a core team of 5 teachers. In the 8<sup>th</sup> grade the team will consist of Math, English, Social Studies and Science. This team of teachers has common planning time and may schedule Parent/Teacher Conferences that 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 and their unique needs.

### **Visitors**

Parents and citizens are encouraged and invited to visit Ozark Junior High for the purpose of improving school-community understanding. In order to maintain the proper security, we request that all visitors follow these procedures:

- A. All visitors that enter the Junior High will be required to sign in with the receptionist in the Office.
- B. Visitors will be required to wear an identification badge.
- C. Visitors are requested to record the following information in the visitor's sign-in log, maintained with the receptionist: name, date, time of arrival, purpose of visit, and time of departure.
- D. All badges are to be returned to the receptionist at the time of departure.
- E. No student visitors will be permitted during the school day without prior administrative approval.

\*Thank you for your cooperation in helping us maintain a safe school environment.\*

## **Citizenship Standards**

Student activities in the Ozark Public Schools provide a program for students to pursue special interests in addition to the more-formal class activities. The values students gain through participation in activities supplement and promote academic learning. Participation in extracurricular activities is a privilege, not a right or entitlement. Participants are expected to conform to a higher standard of conduct than is applicable to non- participants. Participants serve as representatives and leaders of the District, school, and community. Thus, they are expected to set a positive example for others.

*As part of its activities program, the District has established written Regulations and Guidelines so that participants and their parents/legal guardians will be aware of the behavioral expectations attendant to participation in District activities. An important component of the Regulations and Guidelines is the Good and Creditable Citizenship Requirement.*

**The MSHSAA official handbook contains the following statement: By-Law 212.0**

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

A student should not be considered eligible while under suspension. The student who is expelled or withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdraw.

The following citizenship standards for eligibility have been approved by the Board of Education as policy for the Ozark R-6 School District and are applicable to any student who represents one of our schools through participation in an activity. All activity participants are expected to read, understand, and continually apply them.

Activity participants are role models and representatives of the District, the school, and the larger community. Therefore, activity participants are held to high standards of conduct. Accordingly, they must demonstrate and maintain good and creditable citizenship.

Good and creditable citizenship must be demonstrated and maintained during the school year within which the student is a participant (or desires to become a participant) in an activity. This includes school days, before and after-school hours, school-year vacation periods, holidays, weekends, early- release days, and unscheduled days off-school (e.g., snow days).

An activity participant violates this good and creditable citizenship obligation upon engaging in conduct that is disrespectful, threatening, demeaning to other persons, vulgar, obscene, irresponsible, unlawful, unethical, dishonest, a violation of District policies or school rules, coach-issued team rules, disorderly, involving prohibited substances (drugs/alcohol as described below), involving the commission of a criminal offense (as described below), lacking in integrity, and/or when the participant otherwise fails to serve as a positive, creditable role model and representative of the District, the school, and the broader Ozark community. When used below, the term "restriction" from activity refers to the exclusion from participation in practices, competitions, carrying-out of official duties, meeting attendance, wearing a uniform or insignia, and representing oneself as a participant.

A

### **Good and Creditable Citizenship Violations**

The District has established specific and separate consequences for activity participants who engage in conduct that involves drugs and/or alcohol or who become involved in the criminal justice system. However, all other violations of the good and creditable citizenship requirement are subject to the following consequences:

- Restriction from participation in activities for the remainder of the activity season, semester, or school year, as determined to be appropriate in the judgment of the building administrator or Activities Director.
- A student who is currently participating in an activity and incurs an in-school- suspension (ISS) shall be restricted from participating in activities for the length of time the ISS is assigned, starting with the date the ISS due process occurs.
- A student who is participating in an activity and incurs an out-of-school suspension or removal under Board policy shall be restricted from participating in activities for no less than 30 school days from the date of the disciplinary action. If the suspension exceeds 30 school days, then the activity restriction will extend throughout the suspension. Finally, the building administrator or Activities Director may extend the activity restriction up to the remainder of the activities season if determined to be appropriate in his/her judgment.

- A student who is automatically excluded from school by law (e.g., the Safe Schools Act) will be restricted from participation in activities during the period of exclusion. If/when the school exclusion is removed, the student may be restricted from participating in activities for the remainder of the activity season, semester, or school year, as determined to be appropriate in the judgment of the building administrator or Activities Director.

**B. Prohibited Substances (drugs/alcohol)**

Participants must understand that conduct involving drugs and/or alcohol is strictly prohibited. Good and creditable citizenship mandates that participants refrain from involvement with prohibited substances.

1. A participant who uses, sells, possesses, transfers to others, distributes, and/or attends school or an activity under the influence of drugs and/or alcohol shall incur the following consequences:

Possession or attendance of school or activity while under the influence: Minimum of 30 school days restriction from participation in all activities up to the remainder of the activity season, as deemed appropriate by the building administrator or Activities Director. The student will be permitted to practice during this time period. Sale, transfer to others and/or distribution: 180 school days restriction from participation in all school activities. The student will not be permitted to practice during this time period.

2. For purposes of the above rules, the following definitions will apply:

- a. Drugs and/or alcohol: This term shall include any: unauthorized prescription drug; narcotic substance; unauthorized inhalant; substance identified under Schedules I, II, III, IV or V in Section 202(c) of the Controlled Substances Act, 21 U.S.C. §812(c); item represented to be, or which by markings or characteristics appears to be, an above-listed substance; imitation controlled substance; drug related paraphernalia; alcohol (defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol, beer, wine, and/or hard liquor).
- b. Possession: shall be broadly defined and liberally construed as it relates to drugs and/or alcohol. Consistent with this broad and liberal definition, possession shall include holding or having the drugs/alcohol on one's person or in or on one's property (such as vehicles, bags, coats, clothes, etc.) or in or on any property otherwise under the control or care of the participant. It will also include having the drugs and/or alcohol in the body (e.g., where they have not been excreted from the body after consumption).

**C. Arrests, Criminal Charges, and Criminal Dispositions.**

Good and creditable citizenship necessitates compliance with federal, state, and local laws. Therefore, a student may be in violation of the good and creditable citizenship requirement as a result of certain criminal actions.

1. A participant who is arrested or charged with a misdemeanor - except minor (not involving drugs and/or alcohol) traffic violations for which the fine is \$500 or less- or with a felony, whether on school or off school property, must inform the coach, sponsor, or building principal on the next school day. The term 'arrested or charged' includes the issuance of a summons or ticket, physical arrest, and/or the filing in court of charges, an indictment or information.
2. Under certain circumstances, the student may be allowed to continue to participate in the activity, pending the legal outcome of the case. However, if the student admits guilt or responsibility for the underlying conduct, or if school officials believe that there is evidence of guilt or responsibility for the underlying conduct, the coach and/or sponsor may restrict the student from participating in the activity pending the legal outcome of the charges.

A student who has been convicted in a court found guilty or pled guilty or nolo contendere, entered an Alford plea, and/or pled to a lesser or alternative charge will incur the following consequences;

**Misdemeanor offense:** 30 school days restriction from participation from all school activities however, student will be allowed to practice.

**Felony offense:** 180 school days restriction from participation from all school activities, and student will not be allowed to practice.

2. The above provisions do not override the District's separate statutory authority and obligations under Missouri's Safe Schools Act to address serious criminal charges in accordance with applicable laws.

#### **D. Appeal of Consequences**

As described above, participation in activities is, at all times, a privilege and not a right or entitlement. Therefore, due process protections do not apply. However, the following appeal procedure has been established so that activity participants who have been restricted from activities for a violation of the good and creditable citizenship standards.

1. The term "appeal" refers to a participant's ability to communicate his/her side of the story -- either verbally or in writing -- to the person or persons who are hearing the appeal. The person or persons hearing the appeal has the right to impose time limits and other regulations (including format) regarding the respective appeal.

FIRST APPEAL: The participant may appeal an activity restriction to the building principal or to the building principal's designee(s).

SECOND APPEAL: The participant may then appeal to the Superintendent or designee.

2. During the time during which an appeal is pending, the restriction will remain in effect.

## **STUDENT DRUG TESTING**

### Definitions

Covered Activities – Any extracurricular activity governed by the Missouri State High School

Activities Association (MSHSAA) which requires an eligibility roster, including but not limited to:

11-Man Football

Baseball

Basketball (Boys/Girls)

Cheerleading

Cross Country (Boys/Girls)

Dance/Pom Team

Golf (Boys/Girls)  
Instrumental Music  
Scholar Bowl  
Soccer (Boys/Girls)  
Softball  
Speech and Debate  
Swimming and Diving (Boys/Girls)  
Tennis (Boys/Girls)  
Track and Field (Boys/Girls)  
Vocal Music  
Volleyball  
Wrestling

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 or 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.

**Drug Testing** – Testing for alcohol and illegal or performance-enhancing drugs.

**Participation Days** – Each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

**Tested Drugs** - The drugs to be tested may include:

THC/Marijuana Benzodiazepines Cocaine/Benzoyllecgonine Amphetamines Barbiturates  
Phencyclidine Methamphetamine Opiates/Morphine/Methadone Propoxyphene  
Alcohol  
MDMA (Ecstasy)  
Performance-enhancing drugs, including anabolic steroids  
Adulteration indicators may also be tested for including, but not limited to: Creatinine  
Nitrites pH

## I. **General Procedures for Random Drug Testing.**

Notification and Consent

Students wishing to participate in extracurricular activities and their parents or guardians shall 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 will have access to this list.

The testing provider/laboratory will randomly select up to five 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.

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.

### 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 or 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.

## II. Suspicion-Based Drug Testing

A student may be required to submit to a drug test 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. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or designee will determine if reasonable suspicion exists. The district's attorney may be consulted as necessary.

### Consequences

Students who test positive under this section will be disciplined in accordance with the district's discipline code and may also be temporarily or permanently excluded from all district extracurricular activities in accordance with other district policies or practices.

### Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or 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. A student who refuses to submit to testing or takes deliberate action to falsify results may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

AS A STUDENT, I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE GOOD AND CREDITABLE CITIZENSHIP STANDARDS OF THE OZARK R-VI SCHOOL DISTRICT.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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: \_\_\_\_\_

## **Citizenship Standards for Eligibility (Co-Curricular Activities)**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_      **School Year:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Parent/Legal Guardian:** \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Parent's Signature)

Student activities in the Ozark R-6 School District provide a program for students to pursue special interests in addition to the more formal class activities. Student co-curricular activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to practice working as a part of a group. Although student activities are important for the all-around development for students, they must necessarily be of secondary importance. Regular classroom work and academic performance come first.

The Ozark R-6 School District activities program has traditionally been represented by excellent students who are outstanding citizens. However, a few students make errors in judgment which create the necessity for a review of their citizenship.

The MSHSAA official handbook contains the following statement:

By-Law 212.0

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

A student should not be considered eligible while under suspension. The student who is expelled or withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdraw.

The following citizenship standards for eligibility have been approved by the Board of Education as school policy for the Ozark R-6 School District and are applicable to any student who represents one of our schools.

### **Citizenship Standards for Participation in the Student Activities Program**

Participation in student activities is a privilege- not a right. Creditable citizenship shall be one of the criteria for participation in school activities. Examples of creditable citizenship include regular and punctual attendance and a quality of conduct which promotes the best interests of the school. Therefore, students shall exhibit standards of behavior which will bring credit to the student, the activities, the school, and the community.

Student activities in the Ozark Public Schools provide a program for students to pursue special interest in addition to the more formal class activities. The values students gain through participation in activities supplement and promote academic learning. Participation is a privilege and carries with it responsibilities to the community, school staff, and the student body. The following standards define expectations for students who represent Ozark Schools through participation in activities.

#### 6. Academic Standards

- e. Any student not maintaining a 2.0 grade point average but who meets state requirements in an activity will be placed on activity probation. The student will have until the following grading period (quarter) to raise the grades to a 2.0 average. Should the student still not have a 2.0 they will lose the privilege of participation until they earn a 2.0 average. Students may be placed on activity probation only at semester.
- f. Students enrolled in approved programs of special education and for which an IEP is currently in force must make satisfactory progress at his or her level of ability during the semester immediately prior to participation in a sport season.

- g. Summer School credit will not apply towards removing deficiencies in meeting these eligibility requirements, unless the class is a graduation requirement.
  - h. All Ozark High School students involved in extra-curricular activities must be enrolled in and pass a minimum of seven classes to participate in MSHSAA sponsored events.
- e. A student in grades 9-12 must have earned, the preceding semester of attendance, a minimum of 7 of 8 classes or 3.5 credits which equals 87.5% of maximum allowable classes in which a student is enrolled in the semester, which-ever is greater, and shall currently be enrolled in and regularly attending courses at the member school. A junior high student must pass 6 of 7 classes (3.0 credits) or 80%, whichever is greater, for eligibility purposes.
7. Attendance
- b. A student who misses more than two blocks of classes on a date of a contest without being excused by his or her principal shall not be considered eligible to represent the school on that date and can not represent the school until he or she attends a full day of classes or received principal approval.
8. MSHSAA Rules and Regulations
- e. The school shall require of each student before the student is allowed to practice or participate, a physicians' certificate stating that he or she is physically able to participate in athletic contest of his or her school.
  - f. A student shall not be permitted to practice or compete for a school team until it has been verified that he or she has basic athletic insurance coverage.
  - g. A Junior High or Senior High School student maybe eligible in a public school only in the district in which his or her parents, legally established guardian, or person with whom they have been living with for one calendar years, and which is designated as the school for him or her to attend by the Board of Education.
  - h. Non-school competition: Before competing in any non-school competition check with your coach or member of the school administration.
9. Felonies and Misdemeanors:
- b. Any student participant who is arrested or charged with a misdemeanor (except minor traffic violations) or felony, whether on school or off school property, must inform the coach, sponsor, or building principal on the next school day. They may be allowed to represent the school pending the legal outcome of the case. However, if there is admission of guilt by the student or the school administration feel there is evidence of guilt, the coach or sponsor may restrict the student from participation before the legal outcome. The building administration or athletic director will be responsible for assigning the penalties involving participants. Coaches or sponsors are responsible for administering the penalties for out of school violations of school policies involving their participants. Penalties will be:
    - Misdemeanor offense: 30 school days restriction from participation from all school activities. Student will be allowed to practice during this time.
    - Felony offence: 180 school days restriction from participation from all school activities. Student will not be allowed to practice during this time.
10. Substance Abuse: Students will not use alcohol, an illegal controlled substance, or anything represented to be such. Penalties for the following activity offenses:
- c. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the
    - Minimum of 30 school days restriction from participation from all school activities up to the remainder of the sports season as determined by the building administer or athletic director. Student will be allowed to practice during this time.
  - d. Sale, purchase, or distribution of any prescription drug or sale, purchase or distribution of illegal controlled substance:
    - 180 school days restriction from participation from all school activities. Students will not be allowed to practice during this time.

7. Citizenship
- a. Any student who is currently participating in an activity and is assigned to In-School –Suspension for misconduct or disruptive behavior will be ineligible to participate for the number of days assigned beginning with the date of assignment.
  - b. Any student is suspended from school for the violations not listed in step 5 will be ineligible for a minimum of 30 school days from the date of suspension up to the remainder of the sports season as determined by the administrator or athletic director.
  - c. Any Student who commits an act away from school or outside of school hours which reflects discredit on the school will be ineligible to participate for the remainder of the sport season, semester, or the school year, at the discretion of the administrator or athletic.

These standards shall apply to any and all students who represent Ozark Schools by participating on any athletic team including cheers, dance team, band, choir, speech/debate, and any other group that performs in public.

This list is not all-inclusive and does not specify additional standards set by coaches, sponsors, or organizations. These standards are in effect during the school year, in season and off season. The penalties for felonies apply during the summer vacation as well. If standards are violated, the student may be restricted from practicing, competing, or carrying out official duties as a school representative. Penalties will be assessed beginning with the report of the violation.

Coaches and sponsors are responsible for administering the penalties for out of school violations of school policies involving their participants. Principal and Assistant Principal will administer penalties for violations of school policy at school or school sponsored activities.

#### **Additional MSHSAA Guidelines**

1. A student who misses a class on the date of a contest without being excused by his/her principal shall not be considered eligible to represent his/her school on that date.
2. Effective July of 2009, a student in grades 9-12 must have earned, the preceding semester of attendance, a minimum of 7 of 8 classes or 3.5 credits which equals 87.5% of maximum allowable classes in which a student is enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses at the member school. A junior high student must pass 6 of 7 classes (3.0 credits) or 80%, which ever is greater, for eligibility purposes.
3. A beginning 9th grade student shall have been promoted from the eighth grade to the ninth grade for first semester eligibility.
4. A senior high school student may be eligible at the public or nonpublic school located in the district in which the student's parents reside. In the case of a public school district with multiple high schools, a student may be eligible only at the school in which the parents' address corresponds to the geographical attendance area for that school. If a student attends a school outside of their attendance district the student shall have sub-varsity eligibility for 365 days. If enrollment is continuous in this school for 365 days the student shall be granted unrestricted eligibility.
5. Transfer at Promotion: A student may be eligible immediately at the school of his/her choice upon first entering when:
  - a. The student is promoted from the sixth grade to the seventh grade.
  - b. The student is promoted from eighth grade (or the highest grade of a junior high school administered as a separate unit within a school system), provided the student is eligible in all other respects.
  - c. The student completes the highest grade in an elementary school that is not a part of the system supporting high school (K-8), provided the student is eligible in all other respects.
6. Non-school competition: Before competing in any non-school competition, check with your coach or member of the administration.
7. The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school.
8. A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.
9. No student will be allowed to participate in any interscholastic activity or school related activities before the public, until this form is signed and on file in the office.

## **Acceptable Usage Policy Agreement for STAFF/STUDENT/PARENT/GUARDIAN Ozark School District Technology Resources**

### **Philosophy**

It is the policy of the Ozark R-VI 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 R-VI 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. (School Board Policy EHB)

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. Because 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 R-VI 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 R-VI 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 Ozark 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 (third grade and up) 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.

### **Technology Usage Agreement: Student**

The proper use of the Ozark School District network, the Internet, and the educational value to be gained from the proper use of these is the joint responsibility of students, parents, and employees of the school

district. The Acceptable Usage Policy form must be read and signed by the user and the parent or guardian. The form must be filed with the school.

Use of the school district's system is at the user's risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, delays, or changes in or interruptions of service, information or materials. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district's system. The school district will not be responsible for financial obligations arising from unauthorized use of the school district's system or the Internet. I have read, or had read to me, the Ozark R-VI School District Technology Usage Policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

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

As the parent or legal guardian of the student signing below, I have read the Ozark R-VI School District Technology Usage Policy. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, in accordance to School Board Policies JG and JG-R. I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications sent, received or stored by my child or ward using the district's technology resources, under state and federal law, even if the district's technology resources are accessed remotely. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school district, its employees or its agents responsible for materials acquired on the Internet. I accept responsibility for guidance of Internet use and setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

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

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

Date

St Name

Student Signature

Parent Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We thank you for your support while we try to help students become productive members at home, our school, and society.

