



Fatima High School

Teacher Handbook 2017 – 2018

**Osage County R-III School District
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SECTION I. PUNCTUALITY, FACULTY

- A. Teachers must be at their classroom door or assigned area by 7:50 A.M. to supervise students in their Homeroom. Teachers are expected to supervise their area (classroom and hallway outside their classroom) until the beginning of first period and between class changes. Teachers may be assigned to other areas (for supervision purposes) by the administration.
- B. Every teacher is expected to remain on campus until 3:25 P.M. Monday thru Friday.
- C. **Every** teacher should arrive on time at assemblies and sit with their class on the bleachers, or be close enough to their class to properly supervise them. Teachers on planning time are also expected to attend/supervise assemblies.

SECTION II. DAILY SCHEDULES

<u>Monday through Friday</u>	
7:50	Teachers
7:55	Warning
8:00 – 8:46	1 st Period Class
8:46 – 8:52	Announcements
8:56 – 9:42	2 nd Period Class
9:46 – 10:32	3 rd Period Class
10:36 – 11:22	4 th Period Class
11:26 – 12:40	5 th Period Class
11:22 – 11:47	1 st Lunch Shift
12:15 – 12:40	2 nd Lunch Shift
12:44 – 1:30	6 th Period Class
1:34 – 2:20	7 th Period Class
2:24 – 3:10	8 th Period Class
3:25	Teachers Depart

SECTION III. EXCUSES, STUDENT

- A. No student may be excused from the school grounds without approval of administration.
- B. No student is permitted to leave any class unless that student has a pass from the teacher. Passes should be given only when **absolutely necessary**.
- C. Any teacher desiring the services of a student must provide the student with a signed pass, countersigned by the student’s teacher for that period. (Teachers should not ask that a student be excused from another class unless it is absolutely necessary). If the student’s teacher for that period feels the student needs to remain in class, the student should not be excused from class.
- D. If a teacher keeps a student after class, he/she must provide the student with a pass for admittance to the next class.
- E. If any student is present in school and takes a trip during the school day, the teacher who takes the student on the trip should write a pass for the student to give the teachers who are responsible for the student at that time. In cases where there may be a group of students taken out of class, the teacher should turn in **two lists** of the students to the **office** (for principal and secretary) and a copy of the list shall be placed in each teacher’s mailbox. **This should be done at least one day in advance.**
- F. Students are not to be issued a pass unless the teacher is present to supervise the student.
- G. No permanent passes are to be given to students without administrative approval.
- H. If a student becomes ill, send him/her to the nurse’s office with a pass which indicates the time the student left your class. After seeing the nurse, the student will return to class with a pass signed by the nurse or nurse’s assistant which indicates the time the student left the nurse’s office.

SECTION IV. PROCEDURE, CLASSROOM

- A. Roll should be taken and absentee's marked in Lumen accordingly within the first ten minutes of each class period.
1. All absentees from class will be placed in the grade book. Those students who are participating in an official school function will not be counted absent for attendance purposes.
 2. All official and recognized clubs will furnish the administration and faculty with a list of members.
 3. Organizational sponsors will be responsible for taking attendance.
- B. Discipline
1. Teachers are responsible for discipline in their classroom. Teachers must always try to display leadership and try to develop self-direction and responsibility on the part of the students. Good teaching usually results in a desirable classroom atmosphere with the proper conduct of the students.
 2. Disciplinary measures may need to be used. Use positive measures if at all possible, however, if negative measures are required the problem should be handled by the classroom teacher. This will emphasize the teacher's position rather than minimizing his or her position. Be just and fair, as well as reasonable.
 3. In most cases a teacher need only to ask the student in a quiet, courteous and firm manner to correct his behavior. If the behavior is habitual and not correcting, or if the behavior is disruptive to classroom instruction to the point that instruction and the integrity of the instructional process is undermined, then the student should be sent to the High School office and a Discipline Referral issued via Lumen. Refrain from personal comments. Mr. Buthod will discipline grades 11 and 12. Mr. Gier will discipline grades 7, 8, 9 and 10.
 4. Each teacher is expected to correct any student he/she sees misbehaving at any time during the school year and/or at any school activity. The more this occurs the more students expect it and the fewer problems we have.
 5. Enforce rules!
- C. Students should not undertake work or projects that would require them to be dismissed from another class. All work connected with any class should be done in class or as homework.
- D. Accident prevention and eye protection: All students, teachers and visitors are required to wear industrial quality eye protective devices when participating in or observing certain activities in class. Some examples are:
- Exposure to molten materials
 - Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
 - Heat treatment, tempering or kiln firing of any materials
 - Repair or servicing of any vehicle; and/or
 - Exposure to/or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation or other similar hazards.
- E. School Equipment
1. An important part of every teacher's responsibility is to teach and demonstrate good citizenship, which includes respect for regulations and care of equipment both within and outside the classroom.
 2. Each teacher must put forth an effort to care for all school property, even equipment not used in his/her department. If any teacher wishes to borrow equipment that belongs to another department, permission from the teacher responsible for the equipment should be obtained before the equipment is taken from its proper place for use.
 3. Each teacher should see that his/her room is properly ventilated.
 4. Each teacher should close and lock all windows and doors each evening.
 5. Each teacher should report in writing any necessary repair or improvement which needs to be made. Maintenance request forms are available in the HS Office.

6. Each teacher should maintain a neat and orderly room at all times. Door windows shall be left uncovered.
7. **Students should not be left in the building when a sponsoring teacher leaves.**
8. Each teacher should see that the students do not mark on desks.
9. Any student who damages school property will pay for the damage. The student should receive a write-up.

F. Each teacher is responsible for his/her daily lesson plans. Written curriculum guides will be updated as necessary.

G. Each teacher is responsible for continually updating and revising his/her written curriculum on Build Your Own Curriculum.

H. Grading System at Fatima

1. Grades are based upon the actual work done by the student.
2. **If a student works up to his/her capacity we do not consider that he/she has a failing grade.**
3. Range of Grades:

A	93% to 100%	4.000 points
A-	90% to 92%	3.667 points
B+	87% to 89%	3.333 points
B	83% to 86%	3.000 points
B-	80% to 82%	2.666 points
C+	77% to 79%	2.333 points
C	73% to 76%	2.000 points
C-	70% to 72%	1.671 points
D+	67% to 69%	1.338 points
D	63% to 66 %	1.000 points
D-	60% to 62%	0.662 points
F	Below 60%	0.000 Failing

Fatima High School is on a semester class schedule.

4. Grade Reporting

Grades will be reported in Lumen for all students on a Quarterly basis. Mid-quarter deficiency slips should be sent to parents of students currently earning a grade of **69%** or below, and students that we are concerned about slipping.

Event	Date
Mid-Quarter (1 st Quarter)	09/18/17
End of Quarter (1 st Quarter)	10/19/17 (43 days in-session)
Mid-Quarter (2 nd Quarter)	11/17/17
End of Quarter/Semester (2 nd Qtr)	12/21/17 (42 days in-session)
Mid-Quarter (3 rd Quarter)	02/05/18
End of Quarter (3 rd Quarter)	03/09/18 (44 days in-session)
Mid-Quarter (4 th Quarter)	04/13/18
End of Quarter/Semester (4 th Qtr)	05/16/18 (45 days in-session)

I. A teacher should take every measure possible to prevent accidents in his/her classroom and on the school premises.

J. Any time a student has an accident in your classroom, a **written report** must be turned in to the office. The report must state the date, time, the type of accident, the student involved, supervisors present, place of accident, etc. See the nurse for an accident report form.

K. Dismissal of Classes

1. When the bell rings, the teacher should stand near the door as he/she dismisses the class in an orderly manner.
2. **Teachers should supervise the students as they pass through the halls during class changes.**

SECTION VI. PROCEDURES, PROFESSIONAL

- A. A work rotation plan will be used for dances and extracurricular activities. A teacher should recognize his/her responsibility to attend extracurricular activities even though he/she is not scheduled to work.
- B. Fatima High School honors all of its employees as highly skilled professionals. To this end, Fatima High School encourages its employees to bear in mind that, as professionals, you are expected to dress accordingly (not in jeans, shorts and tennis shoes). Attire is expected to reflect the tenets of our profession and to set an appropriate example for our students. All employees of Fatima High School are required to dress and present themselves in a mature, professional manner, consistent with their worksite duties. The list below is meant to be descriptive, not prescriptive or all-inclusive. Use your judgment as a professional to determine the acceptability of an item.

Certified Personnel Dress Code (Including Substitute Teachers):

<u>Acceptable</u>	<u>Not Acceptable</u>
<u>Women:</u>	
Sleeveless dresses or tops as long as undergarments do not show	Bare midriff shirts or tops
Skirts / dresses / jumpers (no shorter than top of knee)	See-thru or tight fitting top
Pants (belt if loops), pant suits	Leggings or tights
Blouse tucked in unless square-tailed, rounded or banded / sweaters	Wind suits / sweat suits / jogging suits
Blazers; optional	Overalls
	T-Shirts
	Open Shoulder (Cold Shoulder) Shirts
<u>Men:</u>	
Slacks / trousers / dress pants (belt if loops or suspenders, worn at waist)	Sleeveless shirts
Shirts: polo, oxford, sweater tucked in unless square-tailed or banded	Wind suits / sweat suits / jogging suits
Blazer; optional	T-Shirts
Ties; optional	Overalls
Socks are required	
<u>P.E. Teachers:</u>	
Wind Suits	Stretch shorts / short shorts / polyester
Walking shorts / coaching shorts (top of knee)	
Socks must be worn at all times	

Friday Jean Day

Jeans can be worn on Friday's, however you will be required to pay \$1 per week to wear them. Should you wish to pay in advance to wear jeans on Friday's the full year, the cost is \$30 payable at the start of the school year. All proceeds will go toward the "Blue Jean Scholarship" which will be awarded to a student going into the field of education.

Ag Teachers:

May wear tasteful jeans on days that the majority of class activities require them to work in situations that might damage/stain dress clothes.

Any teacher who feels professional attire will be ruined or will interfere with teaching may request appropriate over clothes (i.e. coveralls, lab coat, smock, etc.) The only exception to this dress code is a Spirit Day or school dress down day as announced or designated by the principal.

Remember, as professionals you are setting examples for young, impressionable minds. If you have to think about whether or not attire is appropriate for the workplace, you probably shouldn't wear it.

C. Workroom

1. The teachers' workroom is for use of faculty members during their prep time.
2. **Students are not allowed in the teachers' workroom.**
3. Teachers should take special care in keeping the teachers' workroom clean and orderly.
4. Teachers' workroom should remain locked at all times.

D. Teacher Absence

When it is necessary to be absent from school without prior arrangements, teachers should **contact the principal before 6:00 A.M.** at 573-690-9995 or 573-291-3224 if at all possible.

Due to community inquiries and other routine business of the school, it is necessary to know where teachers may be located when not on duty in their regular class periods and when on duty in other parts of the building. **If it becomes necessary for you to leave school, or move your class activities outside of your room, please notify the office as this may avoid embarrassment and inconvenience of everyone.** If you leave the building at any time during regular school hours you must receive permission from an administrator and sign in/out in the HS office (leaving early, errands, etc.).

E. Leave of Absence

One-Year General Leaves of Absence

The Board of Education may grant a one-year general leave of absence for reasons other than the continuation of professional study – for example; illness, child-rearing, military or other personal reasons. These leaves would be subject to the following conditions:

The leave of absence shall be based upon application by the teacher. It shall coincide with the school year and not be for a period of more than one year. Exceptions may be granted for military service.

The applicant shall have been a certificated employee of the school district for not less than six (6) consecutive years immediately preceding the application.

The teacher shall request the leave 90 days prior to the end of the school year preceding the leave period.

The Board of Education shall be able to make satisfactory arrangements for the performance of the ordinary duties of the applicant during the period of which the leave of absence is requested.

The Board of Education shall determine whether the applicant has provided valid reasons for a leave. Also, the number of leaves granted in any one year shall be left to the discretion of the Board of Education.

Upon the staff member's return to the school system, the employee shall be reinstated at the proper position on the salary schedule – losing only that time during which regular duties were not performed. The Board retains the right to make actual working assignments within the teacher's area of certification.

The leave of absence shall be without pay by the school district.

F. Sick/Bereavement/Personal Leave

1. Sick Days

- a. District personnel will receive personal leave days per year as follows:

9 month contracts	10 personal days
10 month contract	11 personal days
11 month contract	12 personal days
12 month contract	13 personal days

Employees who have been employed by the Osage County R-III School District for a period of ten (10) years will be granted one additional day of personal leave. Employees who have been employed by the Osage County R-III School District for a period of twenty (20) years will be granted two additional days of personal leave.

At the conclusion of the school year any personal days remaining will convert to accumulated sick leave days carrying to the following year.

- b. The Board requires a physician’s certification attesting to the illness or disability of the claimant and/or inclusive dates of the employee’s incapacitation if the absence is for more than three consecutive days.
- c. An employee may accumulate up to 120 sick days. At the February 14, 1996 board meeting, the board approved the teachers’ request to be reimbursed for sick leave accumulated in excess of the 120 day maximum. This means at the conclusion of a school year, an employee who has 120 accumulated sick leave days banked and has not used all of his/her personal leave days granted in that year will be reimbursed at the end of the school year for the days not used in excess of 120.
- d. Sick leave may be used only in the case of illness, illness of a member of the immediate family or pregnancy.
Any teacher leaving the Osage R-III School District will not receive sick day compensation unless he has been employed by the district for five years. Compensation will be at the rate of \$47 per each day accumulated up to fifty (50).

2. Bereavement/Funeral Leave

- a. A maximum of five consecutive school/work days of paid leave per occasion in the case of the death of employee’s child (stepchild), parent, spouse, brother or sister, or the death of a parent of the employee’s spouse.
- b. A maximum of three consecutive school/work days of paid leave per occasion in the case of the death of the employee’s grandparent, spouse’s grandparent, brother/sister-in-law, or grandchild.
- c. One day of funeral leave per year to cover any not listed above.

3. Personal Leave

Personal days should be requested as far in advance as possible. Personal days requested with less than 48 hours notice will not be granted unless of an emergency nature. The building level principal will determine if the situation qualifies as an emergency.

Personal days will not be approved until a substitute teacher has been scheduled. The building principal may deny a personal leave request due to the lack of an adequate substitute. The building principal may cancel a previously approved personal day if an unforeseen situation causes a lack of a substitute, provided notice of cancellation is given 48 hours in advance.

4. Substitute Plan

A teacher shall receive compensation for substitute hours at the rate of 1/7 of the current substitute teacher’s pay. This will be paid at the end of the school year. Teachers may request in writing to be compensated at the end of the first semester. Requests should be made by Dec. 15th.

G. Release From Contract

Any contract may be terminated at any time by mutual consent. Any request for release from contract by a professional staff member other than the superintendent shall be submitted in writing and directed to the superintendent. A teacher will not be released from contract until after a suitable replacement is available, and then only on conditions set forth in the Missouri Teacher Tenure Act. In the event a teacher submits a written request to be released from a contract after a contract is signed, the following liquidated damages will be assessed:

- | | |
|--|-----------|
| 1. Any time after the contract is signed | \$ 1,000. |
| 2. After June 1 st | \$ 2,000. |
| 3. After July 1 st | \$ 2,500. |
| 4. After August 1 st | \$ 3,000. |

The Board of Education shall have the right to waive this provision. For further details, see the board policy manual.

H. Leave Notification Incentive

If a teacher (tenured or non-tenured) notifies the district before March 1st of their intention to not return next year, they will receive \$500.00. This is not a retirement incentive.

- I. Obscene magazines and books will not be allowed at Fatima and should be confiscated.
- J. Library
 - 1. Each teacher is encouraged to get acquainted with and use our library. Our students can be led to many worthwhile and educational experiences from all the materials available.
 - 2. Teachers are asked to always keep in mind materials in our library. Discuss with the librarian possible additions any time. Certain times of the year funds are available for purchasing items and with each teacher's suggestions, many of the materials can be purchased.
 - 3. Due to the location of our library, teachers will want to obtain materials for classroom use and have students use the library during classroom time. It is the duty of each teacher to arrange for this ahead of time. Do not send students or send for materials without prior arrangements. Almost any material can be transferred from library to the classroom.
- K. When the building is to be used for any night activity its use must be approved by administration. An adequate number of sponsors must be present. A 'Facilities Use Form' must be completed and submitted on-line. If a conflict occurs, you will be notified promptly.
- L. Teachers should not discuss administrative policies and decisions in front of or with students.
- M. School Supplies
 - 1. Supplies are available at the high school office. When items are not on hand, they may be ordered. (See purchasing procedure.) Requests for supplies in the high school office should go through the high school secretaries. **Do not take supplies without their permission.**
 - 2. Copy machines are available for teachers to use in the teachers' workroom and the high school office. If at all possible, use this equipment during your conference period. Do not leave your students unsupervised!
- N. Purchasing Procedure
 - Procedure for obtaining materials:
 - 1. Online PO's will be submitted electronically to the Principal.
 - 2. The use of "dummy" purchase orders (paper) will be used ONLY in the event an electronic submission fails.
 - 3. Purchase orders are then either approved or refused by the principal and sent to the superintendent for final approval.
 - 4. After final approval, a pink copy of the PO is returned to the principal and a yellow copy will be returned to the teacher.
 - 5. Checks will only be issued when bills are paid after each school board meeting.
 - 6. A PO must be completed prior to purchasing any item!
- O. School Activities Calendar
 - 1. All school events and meetings must be approved. These events will be placed on the calendar by the principal. ***It is important that events are approved and put on the calendar in a timely manner.***
The purpose of the calendar, which is located in the office, is to prevent conflicts, notify all concerned of coming events, and to promote better organization and administration of events.
 - 2. The Osage County R-III School District will disseminate information concerning school closings via local TV and radio stations, as well as text messaging. You will receive text messages provided you have signed up to receive them through Textcaster. If you prefer to receive a phone call, you must notify the HS Office that you would like to be included on a calling tree.
- P. Conference Periods

Each teacher's schedule is arranged so that all teachers have a conference period during the day. This conference period is to enable the teacher to get the room in order, file and check materials, counsel students, work on lesson plans and tend to various other details necessary to good teaching.

It will be necessary at times to assist teachers as a substitute during your conference period or assist in supervision of activities or a testing program.

Q. Assemblies

When assemblies are held, all teacher personnel are expected to be present unless they have been excused. Please sit with your class for proper supervision. **Do not send students to the assembly unescorted – you must go with them.** All teachers are expected to sit in the bleachers with the students.

Class Visitation and Supervision

Each teacher will be evaluated using the district's performance based teacher evaluation system (20% Formative #1, 20% Formative #2, 20% Walk-Through Evaluation, 20% Pre and Post Testing / Data Analysis, 20% Professional Responsibilities).

R. Supervision of Students

Supervision of students is everyone's job when on the school premises. When correction is needed, do not hesitate to make it. Be polite and treat the students as you wish to be treated. If they fail to respond, act with dispatch and use the firmness that it takes to do the job.

Teachers and students are not equal. You command the respect of the students by being a competent, friendly, fair and firm teacher. Do not hesitate to enjoy the students, but keep it on a professional basis.

S. School Trips

Preferred Guidelines for Trips on School Time

1. Contact administration as soon as possible about the possibility of a trip.
2. Field trips must be approved by the principal.
3. Teachers will complete an on-line transportation request form.
4. Electronic transportation requests will be sent to the transportation coordinator via e-mail.
5. Teacher will be notified if a bus is unavailable.
6. If warranted, give periodic updates to the administration as new information becomes available.
7. Before leaving, a list of names and home phone numbers of participating students must be posted on the principals' door. You must also provide contact information while on the trip as well as an itinerary.

School sponsored trips will not be allowed unless a teacher sponsor is present on the bus.

T. Cafeteria

1. **Each teacher is responsible for his group of students while going to and from the cafeteria.** Teachers must walk their class to lunch. Students must file through each lunch line in a single-file line.
2. Teachers will be assigned lunchroom duty throughout the year in a weekly rotation.
3. Students **are not to run** when going to/from the cafeteria.
4. No student is to be released from your classroom prior to the lunch bell.

U. Items Confiscated

All items confiscated from students such as cell phones, pagers, radios, lasers, magazines, books, caps, etc. must be turned in at the office and the student will have to report to the principal for the proper disposal or return of the item. Students must be written up promptly.

V. Meetings and Workshops

1. Workshops must be approved in advance by the administration.
2. The district will pay the registration.
3. The district will pay for a substitute.

- 4. The district will pay lodging.
- 5. The district will pay transportation for one car.
- X. The intercom should be used only during the last 5 minutes of class or during pass time between bells unless in case of emergency.
- Y. The Osage R-III School District is an Equal Opportunity Institution.

SECTION VII. GENERAL

- A. The school prohibits the possession or use of tobacco or tobacco products on the school grounds and on school buses.
- B. All forms of advertising not approved by the administration will be banned.
- C. Teachers are not to use cell phones for calls or texting at any time during the school day without prior permission from school administration.
- D. Teachers are not to have food in their classroom when students are present.
- E. The conduct of the teacher should remain professional at all times.
- F. The teacher should strive to improve educational practice through study, travel, and experimentation.
- G. Unfavorable criticism of associates should be avoided. In the event a teacher has a conflict with a peer, the conflict should be brought to the attention of the building level principal and the conflict will be handled in a professional manner.
- H. Membership and active participation in local, state, and national professional associations are expected.
- I. Teachers should avoid endorsement of all educational materials for personal gain.
- J. Great care should be taken by the teacher to avoid interference between other teachers and pupils.
- K. The responsibility for reporting all matters harmful to the welfare of the school rest upon each teacher.
- L. Unethical practices should be reported.
- M. Teachers are mandatory reporters if they suspect child abuse.

OSAGE R-III SCHOOL DISTRICT COMPUTER USAGE AGREEMENT

Access to district's technology is an unparalleled opportunity to interact with the world at large and to learn valuable associated skills. This opportunity brings with it a number of responsibilities. In order to use the technology services available at school, the student and parent(s)/guardian(s) must read the following technology usage policy and complete, sign and return it before the student will be allowed to use the technology services.

The use of the Osage R-III School District network is a privilege that may be revoked by the administrators of the network at any time for abusive, disruptive or inappropriate conduct including but not limited to:

1. Use and/or storage of unlawful and/or illegally obtained information and/or data on or through the computer system.
2. Accessing another person's files, email and/or any other records and/or data.
3. Use of obscene, abusive or otherwise objectionable language and/or images in public and/or private files, data and/or messages.
4. Abuse (physical and/or unfair use) of the system and its parts, including computers, printers and bandwidth.

The instructor cannot be held responsible for inappropriate use by the student. Each student is liable for his/her actions and appropriate actions will be taken upon the individual offending user(s)/abuser(s).

The Osage R-III School District reserves the right to inspect all materials stored, accessed or used on and/or through district resources. It also holds the right to edit and/or remove materials the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or otherwise gain access to objectionable materials. This includes text, video, images, sound files or any other form of data or media that may be considered objectionable by the district.

The Osage R-III School District Internet connection is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by district staff.

Information services and features contained on the school district network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. The use of chat rooms is prohibited.

Information contained on the Osage R-III School District's website is placed there for educational or general information purposes and is in no way intended to refer to, or be applicable to any specific person, case, or situation. When students are identified in pictures posted on the website, it will be by first name and grade level only. If you prefer not to have your image (or your child's image) displayed on the website, place a letter on file with the appropriate school office.

Printing is a privilege, not a right, and must be used with responsibility. Users may print only one copy of a document; a copy machine will be used for additional copies. Printing is for educational purposes only; users may not print song lyrics, game walk-through's or any other information that is not strictly educational. Users are expected to pick up all printed materials from that printer. Students must have permission from their teacher to print and are expected to be mindful of what, how often and how much they print. All users are blocked from color printing unless they have been approved by a school administrator to print in color. All printing is monitored and abuses will be reported to administration.

The Osage R-III School District does not warrant the functions of the system will meet any specific requirement you may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or monies) sustained or incurred in connection with the use, operation, or inability to use the system.

The Osage R-III School District network is intended for the exclusive use of its registered users. Each user is responsible for his/her account and password. Problems that may arise from the use of a user's account are the sole responsibility of account holder. Any misuse will result in suspension of the account privileges. If you believe your account has been accessed by someone else, you must report your suspicion to the IT director immediately.

E-mail (electronic mail) must be used responsibly. Specific user responsibilities include checking e-mail at least once per school day. Non work-related mass emails are not allowed; do not forward chain letters, jokes, etc. Important news is acceptable to forward. Furthermore, you are responsible for protecting your e-mail account and password. E-mail accounts are to be used only by the registered user. E-mail accounts will be awarded to teachers, staff and a limited number of students as based on their classroom need. In the future, if student e-mail accounts are available, the Osage R-III School District network administrators may remove e-mail services for any of the abuses listed in this Technology Usage Policy. If you believe your account has been accessed by someone else, you must immediately report your suspicion to the IT director.

Installation of software packages and tampering with computer hardware or system properties (i.e.: changing screen savers, moving icons, installing/uninstalling software) is prohibited without the express consent of the IT director.

Accessing, deleting, examining, copying or modifying files and/or data belonging to other users without their consent is prohibited. Plagiarism or illegal installation or transmission of copyrighted material is prohibited.

The Osage R-III School District uses a filtering and monitoring service for Internet access, e-mail access, storage space, data types and printing use. Usage is reviewed daily. Any user should inform a teacher or the IT director if an inappropriate site should happen to be displayed or other violations occur. Violation of any portion of this agreement will result in disciplinary action being taken by administration, which may include an immediate suspension of computer privileges. Rules and regulations of system usage will be modified, added and posted from time to time by the administrators of the Osage R-III School District and/or the network. Users of the network are subject to these additional rules and regulations.

Users are financially responsible for their deliberate destruction of any materials real, digital or otherwise. Charges include materials, labor and all other costs associated with repairing/replacing the affected item(s). Accidental damage is to be reported immediately to the IT director.

Terms and policies are subject to change without notice. A copy of current policies can be obtained from the IT director.

NOTICE OF NONDISCRIMINATION

The Osage R-III School District does not discriminate on the basis of race, color, national origin, gender, age or disability. This policy pertains to admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning complaints with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, is directed to Mr. Chuck Woody; and section 504 of the Rehabilitation Act of 1973 is directed to Jeff Buthod, Principal, Osage County R-III School, PO Box 37, Westphalia, MO 65085, telephone 573/455-2375.

MISSION STATEMENT

The mission of the Osage County R-III School District, in partnership with parents and the community is to provide all students the opportunity to reach their learning potential in a safe environment and to prepare them to achieve their lifelong goals as responsible citizens.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative describing the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent legal guardian resides in the district. This census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.