

# Ozark School District Middle School Handbook



**2022-2023**

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## **Welcome**

Dear Parents/Guardians and Students,

We want to extend a warm welcome to our Ozark Tigers and look forward to a successful year of learning and growing together. We are proud of our strong traditions of excellence maintained by collaborative and active partnerships between home and school. This handbook will help you understand the expectations and procedures of our elementary schools. We ask that you go over the information with your student. We encourage you to contact us any time with questions or feedback. We are expecting another outstanding year!

## **Ozark Middle School Handbook**

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

## **Ozark Mission, Vision & Belief Statements**

**Mission:** To provide high-quality education for each student's future-readiness.

**Vision:** An innovative school district preparing students to use their talents for success.

### **Beliefs and Values:**

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

## **Ozark Middle School Commitments & Belief Statements**

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



# Ozark School District Calendar

www.ozarktigers.org

## 2022-2023

August				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

School Hours				
Tiger Paw full	8:15 am-3:30 pm			
Tiger Paw am	8:30 am-11:40 am			
Tiger Paw pm	12:30 pm-3:40 pm			
Elementary	8:40 am-3:55 pm			
Middle School	8:25 am-3:35 pm			
Junior High	7:25 am-2:40 pm			
High School	7:35 am-2:50 pm			

Aug. 23 1st Day of School

Sept. 5 Labor Day - No School

Oct. 13 End of Term 1

Oct. 14 Staff PLC Day - No Students

Oct. 31 No School

Nov. 23-25 Thanksgiving Break - No School

Dec. 21 End of Semester 1

Dec. 22-Jan. 4 Christmas Break - No School

Jan. 4 Staff PLC Day - No Students

Jan. 5 Semester 2 Begins, Classes Resume

Jan. 16 Martin Luther King Jr. Day - No School

Feb. 20 Presidents' Day - No School

March 9 End of Term 3

March 10 Staff PLC Day - No Students

March 13-17 Spring Break - No School

April 7-10 Easter Break - No School

May 24 End of Semester 2 - Student Last Day/Half Day

May 29 Memorial Day - Offices Closed

No school for students

First/Last day of school for students

Weather/Closure days

Virtual Learning

Every Friday - Release 1 hour early

Mission: To provide high-quality education for each student's future-readiness  
 Vision: An innovative school district preparing students to use their talents for success

## Ozark Middle School Bell Schedule

### Monday – Thursday

Students May Enter Building @ 7:45 a.m.

Period	Begin	End
1st Period	8:25	9:55
2nd Period	9:57	11:27
3rd Period	11:29	1:27
4th Period	1:29	2:59
Tiger Focus	3:01	3:26
Homeroom	3:28	3:40

### Lunch Monday - Thursday

	Begin	End
<b>First Lunch</b>	<b>11:27</b>	<b>11:52</b>
Avengers, Incredibles, Tiger Tribe		
<b>Second Lunch</b>	<b>11:54</b>	<b>12:19</b>
Dream Team, MVP's, Survivors		
<b>Third Lunch</b>	<b>12:24</b>	<b>12:59</b>
Explore, Impact, Masterminds		
<b>Fourth Lunch</b>	<b>1:02</b>	<b>1:27</b>
Claws & Stripes, Dynamics, Trailblazers		

### Friday

Students May Enter Building @ 7:45 a.m.

Period	Begin	End
1st Period	8:25	9:49
2nd Period	9:51	11:15
3rd Period	11:17	1:13
4th Period	1:15	2:40

### Lunch Friday

	Begin	End
<b>First Lunch</b>	<b>10:40</b>	<b>11:05</b>
Avengers, Incredibles, Tiger Tribe		
<b>Second Lunch</b>	<b>11:07</b>	<b>11:32</b>
Dream Team, MVP's, Survivors		
<b>Third Lunch</b>	<b>11:44</b>	<b>12:09</b>
Explore, Impact, Masterminds		
<b>Fourth Lunch</b>	<b>12:11</b>	<b>12:36</b>
Claws/Stripes, Dynamics, Trailblazers		

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

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

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

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

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

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

### Acceptable Use

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

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

#### Restrictions for Students

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

#### Access

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

#### Equipment Use

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

## Security

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

## Software Licensing

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

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

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

## **Alternative Methods of Instruction (AMI) Days**

Alternative Methods of Instruction is Ozark School District's virtual learning program utilized in the event of a school closure. When school is closed due to inclement weather, or other unforeseen circumstances, we will implement AMI. The first four days the entire District is closed, there will be no online instruction. We will begin our Alternative Methods of Instruction (AMI) on the fifth day of closure. Additional AMI information can be found [here](#)

## **Arrival**

Classes begin at 8:25 a.m. Students should not arrive before 7:45 a.m.

## **Assemblies**

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

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

## **Attendance (School Board Policy [JED](#))**

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



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

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

### Attendance Guidelines

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

Step 1: Notification of 5 absences

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

Step 2: Notification of 10 absences

- Grade-level counselor contacts parents/guardians

Step 3: Notification of 13 absences

- Letter mailed to parents/guardians.
- Administrator calls home and creates an attendance plan if applicable.
- Contact made to outside agencies if applicable.

Step 4: Notification of 17 absences

- Letter mailed to parents/guardians
- Referral to District Level Attendance Committee
- Contact made to outside agencies if applicable.

### Before School

Students who are dropped off before teacher contract time will go to the main gym from 7:45-7:55 a.m. At 7:55 they will be dismissed to their homeroom or to the cafeteria for breakfast. Students are not to travel through the halls without a hall pass from their teacher. Teachers will sign a hall pass for students to be in their classroom in the mornings. Food and drinks should not be consumed in the gym or the classroom.

### During School

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

### After School

Students should remain in the building after school only for specified, organized activities or when under the direct supervision of a teacher. All students should be picked up by 3:45 p.m.

### **Book Bags**

Students are allowed to carry a backpack from class to class. All 5<sup>th</sup> grade students may place larger backpacks in a cubby located in the classrooms.

### **Bullying** (*School Board Policy JFCF*)

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

Bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school.

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

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

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

### **Bus Information**

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

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

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

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

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

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

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

## **Care of Books, Equipment & School Property**

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

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

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

### **Prohibition of Phones/Photos Taken by Cellular Devices**

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

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

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

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

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

The purpose of the Counseling service is to help each student in his social, educational, and personal development. Counselors may conduct conferences with students at any given time, and our counselors work to prioritize student needs above all duties and responsibilities. The counselors also conduct the testing services at OMS. Areas tested include cognitive ability and achievement. Conferences with parents and students concerning test scores, grades and other issues may be held.

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

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

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

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

### **Discipline** *(School Board Policy JG)*

Every student is given a Discipline card for each quarter of the school year. These cards will be located in the student handbook. Teachers will initial this card to address a variety of discipline issues. Students may be sent to the office after they have accrued their 7th signature on the discipline card. Each student starts the process over each quarter with a blank Digital Discipline Card.

Every student will begin each quarter with 3 available signature lines for each subject. Tardies will also be recorded for each subject area. After 4 signatures in one area the student will receive a 30-minute detention with that teacher. After an additional 2 signatures, the student will receive an after-school detention lasting one hour. Finally, any additional signatures obtained that quarter will result in an additional office referral, and/or in-school suspension. Please refer to Board Policy JG for discipline.

## **Discipline Consequences**

### **Lunch Detention / Detention (LD)**

Lunch detention/Detention can be arranged by the classroom teacher or administrator and can be served in the lunch room (isolated seating) or in the classroom pod as arranged by the teacher.

### **Hourly Detention**

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

### **After-School Detention (ASD)**

After-school detentions are held after school from (3:40 – 4:40 p.m.) on Wednesdays. Failure to attend ASD, or inappropriate behavior during ASD, will result in additional days of ASD or ISS.

### **In-School Suspension (ISS)**

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

### **Out-of-School Suspension (OSS)**

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

## **Discipline Offenses**

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

## **Dismissal**

Middle School students are dismissed at 3:40 p.m. Drivers are asked not to block the driveways or bus lanes. Children are not allowed to cross the parking areas unattended. Please follow campus safety dismissal procedures. Changes in student dismissal procedure are permitted with prior *written* parent notification. In the event of an emergency, please contact the school office.

***\*School is dismissed one hour early on Fridays for teacher collaboration at 2:40 p.m.***

## **Dress Code (School Board Policy JFCA)**

The Board of Education and the administrators reserve the right to regulate clothing and grooming when it relates to modesty, cleanliness, or disruption and distraction to the educational process. Items in the Personal Appearance Code may be changed or added based upon future board policy.

### **Emergency Drills (School Board Policy EBC)**

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

### **Emergency Notification (School Board Policy EBCA)**

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

### **Extracurricular Activities (School Board Policy IGD)**

#### **Sports**

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

#### **Student Council**

Student Council is composed of elected members of the 5th and 6th grades. Student Council strives to maintain good school spirit with special projects and special days. Student Council helps to ensure effective communication between the administration and the student body. Elections are held in the spring. Student Council members may need to spend extra time at school to assist with council projects.

#### **Student Clubs**

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

#### **Eligibility Standards for Activities**

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

### **Federal Programs (ESSA)**

Please go to the following links for updated notifications:

[Parent Letter](#)

[Complaint Procedure](#)

### **Gangs (Board Policy JFCE)**

At OMS, creating a positive and safe environment free from harassment, intimidation, and a "gang" influence is a top priority. A gang is defined as: a formal or informal ongoing organization, association, or group that has as one of its primary activities the commission of

criminal or delinquent acts. A gang consists of three or more persons who have a common name or common identifying signs, colors, or symbols.

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

### **Grade Cards**

Reports on SISK12 of student progress in areas of academic work, social conduct and study/work habits are made approximately at the close of each eight/nine-week period.

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

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

- Fever of 100°F or greater – He/she should be fever-free for 24 hours without medication to reduce the fever before returning to school.
- Vomiting or diarrhea – Please contact a healthcare provider for symptoms lasting longer than 24 hours. A student should not be vomiting or have diarrhea for 24 hours before returning to school.
- Strep throat or a sore throat that is accompanied by a fever and enlarged nodules in the neck – Students may return to school 24 hours after beginning antibiotic treatment and being fever-free.
- Cold and/or persistent cough – If a child is ill with a continuous runny nose, excessive coughing or fatigued, he/she should stay home.
- Rash of unknown cause – A child should remain home until the cause is determined. If the rash is due to chicken pox, the child should remain home until all the lesions are scabbed.
- Conjunctivitis/pink eye – If a reddening of the white of the eye and inner eyelids is noted along with drainage, itching, pain and matting of the eyes, a child should not attend school until medical attention has determined if it is conjunctivitis (for which medication is required), allergies, or a cold.
- Head lice or nits – Children may return to school after proper treatment.

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

**The school administration has the right to search lockers at any time.** Students at OMS will not be issued a locker, but on the 6<sup>th</sup> grade side of the building they will have access to a cubby to store any school related items.

### **Media Center Policies**

The Ozark Middle School Library Media Center offers students resources to prepare them with 21st century research and literacy skills. The OMS librarians work to empower students to become prudent researchers and partner with the other libraries within the District and county



libraries to ensure access to the most up-to-date resources. These resources include academic databases with peer-reviewed and peer-edited journals and articles with links found on the Media Center's website. This allows students to have access from home and at school. Students are encouraged to read for pleasure, which promotes cognitive growth and development. The entire library's collection can be accessed from the school website through Destiny Quest. The website features information about the Missouri's award nominated books: Mark Twain Award Nominees and Truman Awards Nominees and other library resources.

Students may access the media center before school 7:55 -8:25 a.m., after school until 4 p.m., and during the day as teachers permit. English classes visit the library on a regular basis as well. Students are expected to return their library books on time. Students may check out two books for a two-week period and may renew them as needed. Students are responsible for any materials checked out under their names. Any items that are lost or damaged will be the responsibility of the student to pay the replacement cost.

### **Medications**

Some students require medication during the school day. Authorization for Medication forms must be filled out by a parent and/or physician. Forms are available from the school nurse. Administering medication to students during school hours is discouraged and restricted to necessary medication that cannot be given at home. If the physician's orders indicate that a medication must be given during school hours, the medication may be administered by complying with the following instructions:

#### **Prescription Medications:**

1. The parent or guardian must provide the medication in the original prescription bottle (the pharmacist will provide properly labeled containers).
2. The parent or guardian must provide written permission which includes: the student's name, date, name of medication, dosage, time of administration and a parent/guardian's signature.
3. The parent should not provide more than a one week supply at a time.
4. Long-term medications (longer than two weeks) must be accompanied by a Physician's Request form provided by the school.

#### **Non-Prescription Medications:**

1. The parent/guardian will provide the medication in the original container. The parent/guardian must provide written permission which includes: the student's name, date, purpose of medication, dosage, and the time the medication is to be administered.
2. The parent should not provide more than a one week supply at a time. (Board Policies JHC & JHCD)

**\*Parents/guardians are required to transport all medication.** Please contact the building principal if there are extenuating circumstances regarding the transportation of medications.

**\*Parents should make the school aware of any medical condition a child may have.** If a child has a temporary injury or condition and should be excused from or have limited participation in physical activities, we require a note from the parent

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

Please refer to the school board policy.

### **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 School District (“District”) are hereby notified that the 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 District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the 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 District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The 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, MO 64114; telephone (816) 268-0550. Nondiscrimination (Click the following link to access Board Policy AC.)

### **Compliance Coordinator**

Jeff Simpson  
Director of Special Services  
1600 W. Jackson St.  
Ozark, MO 65721  
Phone: (417) 582-5900  
Fax: (417) 582-5960

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

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

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

### **Office Phone Use**

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

### **Ozark Virtual School/MOCAP**

Ozark School District strives to provide students with access to a wide array of learning opportunities including online courses. Virtual offerings for grades one through six hosted by the Ozark School District are referred to as the Ozark Virtual School.

Offerings for all grade levels may also be available through selected online vendors through the Missouri Course Access Program (MOCAP). In accordance with 161.670 RSMo and Board Policies [IGCD](#) and [IGCE-1](#), registration and payment for online courses will be completed by Ozark School District.

Any parent or student interested in the Ozark Virtual School or MOCAP courses should work with their school counselor to create the best plan of action for the individual student. For more information, please visit the [Ozark School District website](#) or the [MOCAP website](#).

### **Perfect Attendance**

Students eligible for perfect attendance cannot miss more than half of any class period within their schedule.

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

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

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

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

### **Return Check Policy**

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

### **Sportsmanship**

#### **Respect for Opponents**

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

### Respect for Officials

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

### Knowledge and Understanding of Rules

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

### Self-Control

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

### Appreciation of Skills in Performance

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

### Responsibilities of OMS Students

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

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

### **Student Recognition**

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

### **Student in Good Standing**

During the year, special event opportunities arise for students to attend or participate in activities outside the traditional school curriculum. Some examples include community service projects, state tournaments for varsity sports, field trips, incentive days, dances, etc. To attend such events, a student must be in good standing both academically and behaviorally. Academic good standing means a student does not have any "1's" on their report card. In order for a student to meet the behavior requirement, a student cannot have a current ISS or OSS assignment, or multiple suspensions in the previous nine weeks from the date of the event. A student with multiple ISS assignments, OSS assignments, or discipline involving drugs, alcohol, or weapons will automatically be ineligible to attend special events for the remainder of the school year.

### **Tardy Policy**

Tardiness causes a disruption of the educational process. Therefore, student discipline cards will be signed for any unexcused tardy that occurs during the school day. To receive an excused tardy slip from the office, students must either be signed in by a parent, present a note from a parent, or have a phone message in the office from a parent. Students failing to meet this requirement will

receive an unexcused tardy slip and have their handbook signed for an unexcused tardy before they will be allowed to go to class. Students must present their tardy slip to the teacher when they arrive at class. **Students with excessive tardiness may be assigned discipline and/or reported to the proper authorities.** Students intentionally missing classes or any part of the school day to avoid a tardy will be subject to disciplinary action.

### **Teaming**

Ozark Middle School is structured around a Team Concept. Each student is assigned to a core team of teachers. The 5<sup>th</sup>-grade and 6<sup>th</sup>-grade teams will each have 3 teachers that consist of Math, ELA, and then a split with Science and Social Studies. This team of teachers have a common planning time and may schedule parent/teacher conferences to include each member. The Team Concept is designed to allow each student to belong to a family in the school environment, and to allow teachers to have a better overall understanding of each child's needs.

### **Tiger Care Child Care Program**

A before and after-school child care program is available at a cost (\$7.50 per session - discounted rates for families who qualify for free/reduced lunch) for students who need supervised care. It operates between the hours of 6:30-7:55 a.m. and 3:35-6:00 p.m. Friday after hours are 2:45-6:00 p.m. The morning session will be held at North Elementary and the afternoon sessions at Ozark Middle School. Information regarding the Tiger Care program is available upon request at each school office. [Ozark Tiger Care](#)

### **Visitors**

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

- All visitors entering the Middle School are required to sign-in in the office. Any parent who wishes to volunteer will need to bring in your driver's license as we utilize RAPTOR.
- Visitors are required to wear an identification badge.
- All badges are to be returned to the receptionist at the time of departure.
- No student visitors will be permitted during the school day without prior administrative approval.

### **Walkers & Bicycle Riders**

Bicycle riders are to walk bikes on the sidewalks adjacent to the school and on school grounds. Bike racks are available. Walkers and bikers should remember to always observe safety rules.

### **Additional Information**

This written handbook is only an overview of a few procedures and philosophies followed at Ozark Middle School. A more complete list of such policies and statements can be found on the school's website at: [www.ozarktigers.org/Domain/12](http://www.ozarktigers.org/Domain/12)