

Orient-Macksburg School

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Orient, IA 50858
Phone # 641-337-5061
Superintendent's office fax # 641-337-5013
Main office fax #641-337-5606
www.o-mschools.org

Students and Parents can access Powerschool
via the district website at
www.o-mschools.org

Quality Leadership, Quality Teaching, Quality Learning

At Orient-Macksburg we provide a nurturing environment in which every student can develop a passion for learning and reach personal excellence.

The District Will:

- Align instruction with Iowa Core Curriculum
- Differentiate instruction to better meet student needs
- Incorporate 21st Century skills to develop productive citizens
- Foster interpersonal relationships, self-esteem and resiliency

The Students Will:

- Master Iowa Core Standards
- Communicate effectively
- Think creatively for self-expression and problem solving
- Become healthy individuals-socially, emotionally, and physically

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High School Schedule**Creston Bus Times**

1 st Block	8:10-9:35	7:45
Homeroom	9:38-9:53	9:10
2 nd Block	9:54-11:20	
Lunch	11:22-11:52	
3 rd Block	11:55-1:18	
4 th Block	1:21-2:45	
Seminar	2:47-3:15	

1 Hour Early Dismissal**Creston Bus Times**

1 st Block	8:10-9:35	7:45
Homeroom	9:38-9:53	9:10
2 nd Block	9:54-11:20	
Lunch	11:22-11:52	
3 rd Block	11:55-1:04	
4 th Block	1:07-2:15	

2 Hour Late Start**Creston Bus Times**

1 st Block	10:10-11:15	9:50
2 nd Block	11:17-12:22	
Lunch	12:25-12:48	11:00
3 rd Block	12:51-2:00	
4 th Block	2:03-3:15	

Faculty and Staff

Administration

Dr. Norene Bunt
Teresa Thompson

Teachers

Kelly Anderson
Shelley Bakerink
Kristy Broers
Shelley Carter
Linda Caviness
Kim DeJongh
Shelly Forster
Katie Geidel
Kelli Goodale
Robyn Horak
Belinda Lindley
Janace Nester
Andrew Rothe
Renee Sammons
Jackie Stack
Laura Sterns
Chase Stohr
Bill Umbaugh

Secretaries

Julie Frederick
Judy Johnson
Mindy Kaufman

Para Educators

Emily Crigger
La Donna David
Risa Diers
Jamie Hanscom
Jennifer Ray
Trish Sevier

Nurse

Tracey Gray

Bus Drivers

Lori Blobaum
Pat Sevier
Mike Livingston

Kitchen

Gabby Butler
Violet Wheeler

Custodians

Dan Long
Laura Stewart
Larry Wood

Health

Communicable Disease

The term “communicable disease” means an infectious or contagious disease spread from person to person or animal to person. Once the administration specifies that a student’s condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. The school will follow the Department of Health guidelines in regards to communicable diseases.

If headlice and other parasites are identified by the nurse, the parents are notified. Notes about how to treat headlice are sent to every home at the beginning of the school year and may be sent periodically during the year if needed. The school nurse will re-check students who have been identified and assist as appropriate. It is recommended that treatment is administered before returning to school.

If a physician has diagnosed your child with a communicable disease please notify the school nurse. At that time we will follow school guidelines to ensure the safety of all students.

Administration of Medication

No medication shall be dispensed to any student unless the following guidelines are observed:

- The medication must be prescribed by a physician or dentist. Instructions for dosage and administration should be included.
- A parent or guardian must sign a request or send a note to have the medication dispensed.
- Medication will be stored in the nurse’s office.
- A written record will be kept on any medication dispensed at school.
- All medications must be in the original prescription container. The label will include the student’s name, name of the medication, directions for use, name of physician or dentist, name pharmacy, and date of prescription.
- Over the counter medication (Tylenol, cough drops, ibuprofen, etc.) will be dispensed if a parent request form is signed.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal.

School Nurse

A licensed nurse is available from 7:45 a.m. to 3:15 Mon-Friday. The nurse's office is located in the elementary office. All students who are ill are to report to the nurse's office. The nurse will contact a parent if necessary. **Students should not call a parent to come get them. Students are not to contact a parent/guardian directly when ill. No student will be allowed to leave school ill without a call from the nurse.**

Insurance

Students must show a written statement of assurance that they are covered by some form health insurance.

Child Abuse Reporting

In accordance with state law, reports of child abuse by school employees should be reported to the Guidance Counselor. The Child Abuse Level I Investigator is the Principal. All reports will be turned over to the Principal for investigation. Employees are mandatory child abuse reporters.

Employee Training

All Orient-Macksburg employees have had current training in blood borne pathogens and adult and child abuse training. Employees are mandatory child abuse reporters.

Tobacco

Under Iowa Law smoking or possession of tobacco is illegal by people younger than 18. Regardless of age, smoking or possession of tobacco by students is not permitted on school property or at school activities. Students smoking, chewing, or in possession of tobacco within the jurisdiction of the school or any school activity are subject to the following disciplinary measures:

- 1st offense-1 day suspension
- 2nd offense-3 day suspension
- 3rd offense-5 day suspension
- 4th offense-administrative recommendation
to the school board

Law enforcement may be contacted for any offense.

Alcohol

Students found using, in possession of, or under the influence of alcohol on school property or at any school activity will be subject to the following disciplinary measures:

- 1st offense-3 day suspension
- 2nd offense-5 day suspension, must meet with the school board
- 3rd offense-administrative recommendation to the school board for possible expulsion

Law enforcement may be contacted for any offense.

Illegal Substance

Students found using, in possession of, or under the influence of illegal substances will be suspended indefinitely. Law enforcement will be contacted.

Communications

Concerns by Parents

Parents or guardians should discuss all concerns or issues with the teacher **first**. If the concern cannot be resolved, the principal will be contacted. The superintendent is the third level of appeal. Appointments should be arranged ahead of time with any Orient-Macksburg staff member.

Court Orders

If any court orders have been issued in matters such as custody or visitation, a copy must be brought to the school. Unless a court order is on file with us, we must provide equal rights to both parents.

Emergency Forms

At the beginning of the school year, parents must file an emergency information form. It is necessary for the school to have contact information for the parents as well as individuals who can be contacted in the event of an emergency. **Parents need to notify the office if any of the contact information changes.**

Report Cards and Conferences

Report cards will be issued at the end of each quarter. Parent-Teacher Conferences are scheduled in the fall and spring. One conference time is set for each family. If families need more than one conference time, one will have to take place outside the conference schedule. Should a conference be desired at any other time, a parent may send a note or call requesting an appointment.

School Closing

When school is canceled because of inclement weather, students and parents are notified over the radio and television stations. The following stations are notified:

Radio

KSIB 1520 AM 101.3 FM

Television

KCCI Channel 8

WHO Channel 13

This information is also posted on our website and Facebook page as soon as possible. Parents can sign up through the school webpage for R School Today to receive notices of school events.

Telephone Use

Except in cases of emergency, students or teachers are not called out of classes to answer the telephone. Messages may be left with the school secretary. If students need to make a phone call they should come to the office between classes and ask permission. If you need to talk to a teacher, please call before 8:00 a.m. or after 3:15 p.m. Parents may also leave a message for a teacher or send them an email message. **Please do not text your child during the school day. If you need to contact your child call the office and they will get a message to him/her.**

Enrollment

Compulsory Attendance: 148 Days Must be in class 37 days or more per quarter or will file charges with County Attorney (**Attorney may send a letter to parent/guardians and school will inform parents/guardians that the County Attorney has been contacted**) **NOTE:** Applies to students under age 16 (through the school year when the student turns 16)

Sharing of Classes Orient-Macksburg students will share some academic classes with Creston. All 9-11 students will be transported by bus or school vehicle. If other arrangements are necessary on occasion, the student and parent will need to gain approval from the principal. Parents and students will have access to the Creston JMC program so that they can check grades. Students and parents need to contact Creston High School for access to Creston grades. Grades from Creston will be transferred to Orient-Macksburg progress reports, report cards, and transcripts. Creston instructors will be available during Parent-Teacher

Conferences at the Creston High School on their scheduled conference days. Any discipline issues will be handled at the home district.

Dual Enrollment

Home school students enrolled in classes or participating in school activities in the O-M school district are subject to the same policies, rules, and regulations as full time students. Dual enrollment students interested in enrolling in classes or participating in school activities should contact the principal.

Open Enrollment

Parents wishing to open enroll a student need to file papers with the superintendent's office by March 1 of the preceding school year in which they wish to open enroll. The last date for open enrollment requests for students entering kindergarten is September 1.

Transfer Students

The procedure for withdrawal or transfer is:

- Provide the principal or counselor with authorization for a withdrawal or transfer from a parent or guardian.
- Obtain checkout forms from the office.
- Complete individual class withdrawals: return all textbooks, uniforms, and library books; pay all outstanding fees and have all teacher signatures.
- Return all completed forms to the office.

Promotion, Retention, and Acceleration

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. The retention of a student will be based on the judgment of the teacher and principal. When it becomes evident a student in grades kindergarten through eighth grade may be retained the parents will be informed. Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level.

General Information

AEA Staff

The Green Hills Area Education Agency provides services in the areas of speech and language, hearing, psychologists, visually impaired, social work, home interventionists, and substance preventionists.

Visitors and Guests

Parents and other adults are welcome to visit school. Visitors are required to sign in and pick up a visitor's pass in the office. School age relatives or friends wishing to visit are required to obtain permission from the principal **in advance**.

Visitations can be denied.

Equal Educational Opportunity

The Orient-Macksburg Community School District does not discriminate in its education programs or educational activities on the basis of age, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, race, national origin, color, religion and creed. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. Students who believe they have been discriminated against are encouraged to report it to the school district

Affirmative Action Coordinator. **The Affirmative Action Coordinator for O-M is Dr. Norene Bunt.**

Multicultural Gender Fair Policy

It is also the policy of the Orient-Macksburg School that the curriculum content and instructional materials reflect the cultural and racial diversity present in the United States. The curriculum should foster a respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual citizen of our country.

The Multicultural-Gender Fair compliance officer for O-M is Dr. Norene Bunt.

Registration and Fees

School Registration is held on one day in late July or early August. Students whose families met the income guidelines for free and reduced lunch, the Family Investment Program, Supplemental Security Income, transportation assistance, or who are in foster care are eligible to have their student fees waived or reduced.

The waiver does not carry over from year to year and must be completed annually.

Textbooks

Book fees are charged to help pay the cost of textbooks. It is the responsibility of the student to take care of their textbooks. At the end of the school year, students will be assessed a fine if the textbooks in their possession are damaged beyond normal wear. If textbooks are lost, the student will be charged the replacement cost of the book.

Instrument Rental

The cost of a school owned rental instrument will be \$30 per semester. Cost of maintenance and repair of school owned instruments due to normal use shall be the responsibility of the school. Cost of repair to school owned instruments due to damage caused by neglect or willful intent shall be the responsibility of the student renting the instrument.

Activity Pass

Activity passes are good for admission to all sports for the entire school year - fall through summer. Student passes are \$30 K-12, \$65 Adults, and \$50 Senior citizens.

Tickets

Listed below are the admission prices for school activities and conference events. Activity Passes for the entire school year can be purchased.

Varsity/JV	\$5 Adults	\$3 Students
Junior High	\$3 Adults	\$1 Students

Breakfast and Lunch Program

Orient-Macksburg School operates a breakfast and lunch program. Students may either bring their own lunch (no pop) to school or purchase a lunch. Milk and juice is also available for purchase. Breakfast will be served from 7:40 to 8:00 a.m. Students need to keep their lunch accounts current. Students will be notified when their account is below \$10. Students are responsible for additional purchases such as milk, juice, or second entrees. Students with negative balances may not be served breakfast or lunch.

Free and Reduced Lunch

To apply for free and reduced meals, an application must be filled out, signed, and returned to the superintendent's office for approval. Applications are taken year round. This program does not include the afternoon milk for elementary students.

Student Expectations

Dress Code

- Students are expected to adhere to reasonable levels of cleanliness.
- Students are to wear clothing that is appropriate to their age level and does not disrupt the educational environment.
- Students are prohibited from wearing clothing displaying obscene, profane, vulgar, violent, racial, or sexual remarks. Students may not wear clothing that promotes drugs, alcohol, or tobacco.
- Students are not permitted to wear hats, hoods during the school day.
- Shirts are to cover the stomach and shoulders.
- Shorts are to be appropriate in length.
- Jeans and pants are to be worn around the waist and they will not have holes above the knee.
- Students are not to wear anything that may be used as a weapon.

Students inappropriately dressed are required to change their clothes or leave the school.

P.E. students are required to dress out for class. Appropriate dress for P.E. class includes t-shirt or sweatshirt, shorts or sweatpants, socks, and gym shoes. Clothing should be different than what is worn to school. The P.E. instructor will decide if the student is wearing appropriate clothing.

Electronic Devices

The use of CD players, pagers, iPods, laser pointers, and other electronic devices will **not be permitted** during the school day unless given permission from a staff member. Items being used without permission or for purposes that the staff finds irresponsible will be confiscated from the student.

Harassment

The Orient-Macksburg Board of Education addresses harassment under board policy 403.5

If a student believes they have been harassed:

- The student should communicate to the harasser that the student expects the behavior to stop.

- The student should notify a teacher, the guidance counselor, or the principal about the incident.
- If the harassment does not stop, the student needs to inform the principal. The principal will require the student to fill out a form documenting the incident.
- The principal will meet with the offending student and their parents. The principal will inform the student of the consequences if the harassment does not cease. Superintendent will be informed.
- If the harassment continues action will be taken by the administration. These actions may include suspension or expulsion.

Computer Use and Internet Access

Access to the internet and the use of school computers is a privilege, which may be revoked. School personnel have the ability to view any and all activity on the school's network. Information viewed and transmitted may not be private. Parents will need to sign a release for each student so they may have access to our network. If the administration finds inappropriate material, parents will be contacted.

Library

- The library is a quiet place. All students will study, read, or work on the computers quietly.
- All materials including magazines will be checked out through the main desk.
- Return all materials to their proper locations.
- Students must sign on and off the computers. Time limits might be imposed.
- No food or pop is allowed in the library.
- Students who cannot behave will be removed from the library.
-

Wellness Policy

The Orient-Macksburg School Policy has a district wide wellness policy. All students will have to abide by these guidelines.

Weapons

Weapons, dangerous objects, or look-alike weapons are banned from school property. School personnel will confiscate all items. Confiscation of a weapon may be reported to law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.

Lockers

Student lockers are the property of the school district. Lockers can be searched at any time. Students are encouraged to keep their lockers locked at all times. Valuables and large sums of money should not be brought to school. It is also advisable to clean lockers periodically and to remove any food or drink items.

Bicycles

Bicycles should be stored on the bicycle rack in between the buildings. Students should lock their bikes. Students are strongly encouraged to wear helmets and follow basic bicycle safety laws.

Transportation

Activities and Field Trips

Whenever the school district provides transportation for any school-sponsored event of any kind, all participants in the event must travel on a school vehicle or with a parent. No student will be allowed to drive to or from any school-sponsored event in which he or she wishes to participate.

School Bus Rules

Anytime students are riding an Orient-Macksburg school bus or vehicle they will have to adhere to the following rules:

1. Follow all instructions given by the driver or associate.
2. Remain in your seat with your feet out of the aisle.
3. Nothing should be outside the school bus windows at any time.
4. Nothing should be thrown out of the windows.
5. Keep hands, feet, and objects to yourself.
6. Food and drink is allowed with permission from the driver.
7. Any time a student is written up an administrator will impose disciplinary procedures.

Elementary

Building Schedule

7:45 a.m. students arrive

8:10 a.m. classes begin
3:15 p.m. Elementary dismissal
3:20 p.m. buses depart

Attendance and Tardiness

Every effort should be made toward getting students to school every day on time. Much of a child's progress depends on regular attendance at school. Parents should not expect their child to be promoted if skills are not mastered due to excessive absences.

1. If a student cannot attend school, parents should call the school office by 8:10 a.m. If verbal reasoning for the absence has not been made upon the students return to school, parents are asked to send a note stating the reason , for the absence.
2. A student missing more than two hours of class time in the morning or afternoon will receive a half a day absence.
3. Students arriving late for school need to check in at the office before going to the classroom. Students leaving the building before dismissal time need to check out through the office.
4. A child will be released only to a parent unless the school has been notified that another person has permission to pick them up.
5. Any student arriving at school after 8:10 a.m. will be considered tardy. Three tardies will equal one absence. Excessive tardiness will result in disciplinary action.

Box Tops for Education

The elementary school collects box tops for education. These are used to purchase educational materials. Please save and send them to school with your child.

Classroom Parties

At different times during the school year, there will be class celebrations and parties. Students may also wish to celebrate their birthdays with their classmates. Parents should contact the teacher and make arrangements. Please be aware that Orient-Macksburg has a Wellness Policy and the school would like to encourage parents to provide healthy snacks at classroom parties and birthday parties.

Educational Support

The school offers educational support to classroom programs through Title I Reading and Math, special education programs, and talented and gifted programs. Parents are notified before children are enrolled in these programs. O-M

Elementary is a Schoolwide Title 1 Building, that allows all students to be served through Title 1.

Admission Requirements

Parents wishing to enroll their child in kindergarten must present evidence of age in the form of a birth certificate. The student must be at least five years of age on or before September 15 of the year in which they wish to enroll. Parents must provide the school with a completed health and immunization certificate.

Field Trips

Information about field trips will be sent to parents as they are planned.

Homework

Homework will be assigned for two reasons. The first reason is for practice to enhance previous learning. The second reason is for enrichment such as interviews, research, or gathering materials needed for class projects. This allows for more teacher-student interaction during the day and the opportunity for concepts to be reinforced later to increase student understanding. The assigned homework will teach responsibility and foster study skills, both of which are important to student success.

Locker and Desk Searches

Iowa law allows lockers, desks, and other school property used by students to be searched.

Make-Up Work

If a student is absent, it is the responsibility of the student to request and complete missed assignments. Parents may call and request homework for a sick child. The student will receive 1 day for each day ill. If a student knows they are going to be absent for any reason, they must notify their teachers to discuss what they will miss and when the assignment is due. Failure to make that contact could result in a zero for any work that was missed. It is the responsibility of the student to make that contact.

Money to School

Each student is responsible for his/her own money. Money sent to school with lower grade level children should be placed in an envelope and labeled with name of student, amount of money, and purpose.

Personal Play Equipment

The school provides ample play equipment. If an item is considered inappropriate the item will be taken to the office and the student may take it home at the end of the day. The school is not responsible for any item brought to school by a student.

Pets or Animals

Permission must be obtained from the principal before animals visit school. Safety of the children and animals must be observed. An adult must escort the animal at all times.

Recess

Playground rules will be covered by all classroom teachers. Students are to avoid bringing potentially dangerous items to school for use on the playground. No student is allowed to leave the designated playground area for any reason without permission from the supervisor. During periods of severe cold or inclement weather, all students may be kept inside during recess. Students should have the necessary clothing for the current weather conditions.

School Lunch

A monthly menu will be given to each family in the school's newsletter or made available on our school website. Please encourage your child to try different foods. Children in grades K-2 who drink afternoon milk must pay for this. If your child brings cold lunch he/she needs to bring money if they want milk. Pop is not allowed in the lunchroom. If you have a child on any type of special diet, please send a note from your physician with instructions.

Student Behavior and Discipline

All student behavior shall be based on respect and consideration of the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school.

Classroom Rules

When a child is sent to the principal as a result of breaking classroom rules, the principal will use his/her discretion in determining the appropriate disciplinary action.

Behavioral Offenses

1. Disruption and interference with school operations.
2. Damage, destruction, or theft of property.
3. Fighting
4. Use of or possession of dangerous weapons or controlled substances.
5. Cheating and plagiarism
6. Harassment, intimidation, or threatening of other students or staff.

Disciplinary Ladder

Step I	Conference with student
Step II	Contact parents, conference with student
Step III	Letter to parents, In-school suspension, and conference with student and parents
Step IV	Letter to parents, Out-of-school suspension, conference with student and parents, contact law enforcement if necessary
Step V	Student sent home followed by a conference with parents before student is readmitted to school, suspension, counseling, possible expulsion

Notice of General Education Interventions

The Orient-Macksburg School District strives to make every student's education experience a successful one. To ensure success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavioral difficulties in a systematic fashion in a student's regular classroom. Teachers, sometimes working with a team of teachers from their building, develop interventions to correct the difficulty, further interventions may be attempted or a child's parents may be contacted about the possibility of an evaluation for their child.

At times, we enlist the support of professional staff from the Green Valley Area Education Agency, GVAEA, to assist in developing these accommodations and modifications. Professional staff from GVAEA consists of Speech-Language Pathologists, Itinerant hearing and Vision Teachers, Occupational Therapist, Transition/Work Experience Instructors, School Social Workers, and School Psychologists. If involved, staff from

GVAEA may assist through their work with our team of teachers, through observations of a child, and through a review of a student's educational record.

Audiologists and audiometrists from GVAEA will be screening students for hearing problems and conducting hearing evaluations. This is done to identify students who have hearing loss or problems of educational or medical significance. If you do not want your child to participate in this program please inform the school administration. Parents will be notified of test results.

Title I

At the district level, it is the policy of Orient-Macksburg Schools that parents of all participating children have the opportunity to be involved in the joint development of the district plan and in the district's review process for the purpose of school improvement. The district provides coordination, technical assistance, and other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home, school, and community by providing understandable information about standards and assessments.

The school-wide Title I policy will be shared with parents and children in the handbook and in the newsletters. Parents of participating students will have two meetings during the school year.

Parents will receive information about his or her student's progress using the following assessments; Iowa Assessments test scores, AIMSweb Plus testing, MAP and BRI scores. Information will be shared at conferences, through letters, and phone calls.

Testing Program

- Iowa Assessments
- MAP
- BRI
- Benchmark Assessments
- AIMS Web Plus Assessment

Secondary

Attendance

Procedure

Parents need to notify the office by 8:30. They may call ext.101 and leave a message at any time or email the office at mindy.kaufman@o-mschools.org. If an absence is unverified by a parent, it will be an unexcused absence and the student will be considered truant. The office will begin calling home or work to verify the absence after notification from staff that student is not in class.

Student Absences

Examples of excused absences are: illness, death in the family, medical appointments, funerals, and college visits (juniors and seniors only). Absences that are not listed above will be considered unexcused unless approved by the principal. Parents are expected to send a note or speak to the office about each absence. Drs. notes are required upon returning from an appointment. If a note is not presented it will be considered an unexcused absence. Class attendance is vital to school success. Students who have no more than 3 tardies and no unexcused absences will be allowed to opt out of 1 O-M semester test.

Tardy

All tardies are considered unexcused. All students should be on time to class. Instruction time is wasted each time a student is late.

Tardies: (on a per course basis)

Missing more than 2 hours of class time (120 minutes) due to tardies is considered a half day absence and 3 tardies equals an unexcused absence.

- 1st tardy: Warning
 - 2nd tardy: Warning
 - 3rd tardy: 30 minute detention
 - 4th and subsequent tardies: 60 minute detention
-
- Students should bring slip from Mindy to their first class when they arrive
 - Teachers keep track of tardy minutes
 - Mindy will mark tardies, absences, and unexcused absences as soon as possible
 - When given an after school detention, the student must notify parent/guardian and line up transportation. The teacher should

oversee this call (or text) to verify that the parent/guardian is informed.

- Detentions may be served after school or during the lunch period. Students should bring their tray and eat alone, without phone or computer, in a place designated by the teacher or principal.

Unexcused Absences/Truancy:

- 1st day: ½ day in-school suspension
 - 2nd day: 1 day in-school suspension
 - 3rd day: 2 days in-school suspension, parent meeting, and sign attendance plan/contract.
 - Subsequent unexcused absences – additional in-school or out-of-school suspension
-
- 10 days missed from class = student will spend 5 calendar days in in-school suspension during that class time and will complete the work.
 - Additional missed class = additional class periods in in-school suspension
 - 10 more days missed from class (starting second quarter of the school year) student will be dropped from the class and will enroll in an online course during that class time.
 - Parents must notify the school office if their child is going to be absent by 8:30 a.m.
 - Absence is considered “unexcused” if no contact from home and no respond when school calls

Dismissal from Class:

- Asked by teacher to leave class 3 times – student will spend 5 calendar days in in-school suspension during that class time and will complete the work.

- Additional incidents will result in parent meeting and development of informal or formal behavior plan.

Truancy

Any student who is absent from school without the knowledge and prior approval of his/her parents or school authorities is truant. A student who leaves after reporting to school is truant.

Leaving School during the Day:

- o 1st offence: ½ day in-school suspension
- o 2nd offence: 1 day in-school suspension
- o 3rd offence: 2 days in-school suspension

Sleeping in Class: “Zero Tolerance”

- o 1st time – Wake student, give warning, allow student to get a drink
- o 2nd time – Wake student, give final warning, allow student to get a drink
- o 3rd time – Go to school nurse and 30 minute detention
- o 4th time – 60 minute detention
- Subsequent times – Go to nurse and 60 minute detention
- **NOTE: Notify the office when a student is being sent and why.**
- **Note: Parents will receive a notification whenever a student receives a consequence for tardies, or unexcused absences. Mindy or another designated person will notification to the parent/guardians.**

Make up and Incomplete work:

- Whenever a student misses class, she/he is responsible for seeing the teacher(S) and getting the work, even if sent out of class for sleeping or behaviors
- SEMINAR:
 - o Will be used for study hall/work completion or to read (no computer games, chatting, etc.)

- All teachers should communicate with each other about students' late/missing work
- Seminar teacher holds students accountable for getting their missed work and completing missing work
- FOR STUDENTS with all work completed, by the end of the day Tuesday, WEDNESDAYS from 2:45-3:15 will be a free time/social time/fun activity (all work completed must be verified by teachers) Students will not be allowed to miss Creston classes on these Wednesdays.
- Incomplete work may lead to missing special events (homecoming parade, pep rally, talent show, assembly, etc.)
- **Rotate students** with incomplete work to different teachers as needed (For example, Monday – Math teacher, Tuesday - English teacher, Wednesday - SS teacher, etc.) If consistently a problem in one subject area or no problems with late/incomplete work, no need to rotate student.

NOTE: For in-school suspensions, students must get their work the afternoon before and bring it to the office the next morning.

Student Conduct

Student Discipline

Students will be held responsible for the things they do or fail to do.

Examples of breach of discipline are:

1. Insubordination
2. Swearing, use of profane language, or obscene gestures
3. Fighting and inflicting physical harm
4. Harassment-physical and verbal
5. Vandalism-students and parents are responsible for all damages
6. Disrespect to staff
7. Repeated acts of misconduct and disruption to the learning environment

Consequences

Types of consequences include:

1. Reprimand
2. Parent conference
3. Detention
4. In-school suspension
5. Out-of school suspension
6. Recommendation for expulsion to the school board

Notice will be given to parents before a student serves a detention or suspension. Students who refuse to serve a detention will face additional disciplinary action.

Student Achievement

Grading Scale

Grade

A+	98%-100%
A	92%-97%
A-	90%-91%
B+	88%-89%
B	82%-87%
B-	80%-81%
C+	78%-79%
C	72%-77%
C-	70%-71%
D+	68%-69%
D	62%-67%
D-	60%-61%
F	0-59%

Grade Reports

Parents and students are encouraged to use Powerschool to check on student progress. Report cards will be sent out at the end of every quarter.

Semester Tests

Students will take semester tests in all classes. Instructors will prepare an assessment of material that has been covered during the semester. Tests will be given during extended class periods. Semester tests count for 10% of total course grade.

Honor Roll

The honor roll will be computed at the end of each quarter for both middle school and high school students. Those students on the “A” honor roll receive no grades below an “A-“. Those students on the “B” honor roll receive no grades lower than a “C” and have over a 3.0 GPA.

Academic Letter

An academic letter is awarded to any high school senior who earns a 3.5 for each semester of an academic year. The student can neither receive any grade below a “C”, nor receive more than one “C”.

National Honor Society

To be eligible for membership in the National Honor Society, the candidate must be a member of the sophomore, junior, or senior class. Candidates must have been in attendance at the school the equivalent of one semester. Candidates must have a cumulative scholastic average of at least 3.1 on a 4.0 scale. Each candidate must submit a Student Activity Information Form to the NHS sponsor. Candidates will be evaluated on the basis of scholarship, service, leadership, and character.

Post-Secondary Enrollment

Junior and seniors are able to take vocational-technical training classes and post-secondary classes. It is our recommendation that Juniors take one college class for the first semester and with permission from the secondary principal they may be able to take two courses second semester. We recommend Seniors take two courses each semester, if they wish to take more than two courses students need to seek permission from the secondary principal. If a Sophomore student is identified as talented and gifted, they may be allowed to take 1 class each semester. Students who wish to participate in any of these courses need to adhere to the following policies.

- Students must complete and return all forms to the guidance counselor.
- Students who receive a grade below a “C” will not be eligible to enroll in additional college courses

- Students who receive an incomplete grade will not be allowed to register until the grade has been changed to a “C” or better.
- Midterm grades will be recorded as the student’s first or third quarter grades on their report cards
- Final grades will be a part of the student’s grade point average

Graduation

Requirements

Everyone is required to carry eight classes per semester unless granted permission from the principal. Graduation requirements are 58 credits and a senior exit interview.

Required Classes

English	8 credits
Social Studies	6 credits
Math	6 credits
Science	6 credits
P.E.	4 credits
Health	2 credit
Core Skills	1 credit

The requirements for graduation will be the 35 required credits plus an additional 23 elective credits.(Credits required for 2021 and all classes after) ceremony.

2019-54

2020-56

2021-58

Graduation Ceremony and Speakers

The selection of graduation speakers will follow this format:

1. Seniors may volunteer to speak at the ceremony
2. Senior class may request a specific speaker
3. If there are no volunteers the principal may ask someone to speak

The caps and gowns worn by graduates will be the school colors, red and white.

Early Graduation

Except in cases of extreme hardship, formal request for early graduation should be made to the Board of Education before midterm of the 1st quarter, of the student's senior year.

School Honors

Valedictorian and salutatorian recognition are given to those people who have the highest class rank at the end of the eighth semester. A contender for these honors must have enrolled at Orient-Macksburg School no later than the beginning of the junior year.

Those students who have not completed all four years of high school at Orient-Macksburg must not only have a four year average higher than that of any other student, but also their average for each year at Orient-Macksburg must be higher than the average for the same period of any competitor who has earned all their grades at Orient-Macksburg.

During graduation, those students who wear gold cords represent the top 10%. The students wearing silver cords represent the top 20% of the graduating class.

Student Activities

Physical Examinations

Students participating in athletics are required to provide a physical examination form signed by their parent and doctor. Physicals are good for one calendar year and must be renewed. If a student fails to provide a physical form they will be removed from the activity.

Insurance

Students will enroll in the school accident insurance program or submit written assurance of coverage.

Transportation

Students must ride to school sponsored activities in school vehicles. Students must also ride home from a school-sponsored activity in school vehicles unless a parent or guardian signs the student out. Students requesting transportation to practices of

shared activities need to sign up in the high school office by noon of each day. Transportation to and from practice is the responsibility of the participant.

Injury

Students, who are injured in the course of an activity, need to report the injury immediately to a coach or sponsor. Certain injuries will require a signed doctor's release before the student may participate.

Equipment and Uniforms

School owned equipment and uniforms are your responsibility while these items are in your possession. Keep them locked up at all times. Equipment and uniforms will be turned in at the end of the season. Students are responsible for replacing items that are lost or damaged. There is a \$25 fee for replacement or maintenance of lost or damaged uniform pieces.

Senior Class Trip

The Orient-Macksburg Board of Education will permit a trip by the senior class with the following stipulations:

1. The trip shall not involve more than twelve hours of total driving time to and from the destination
2. Class members agree by majority vote on the location and date of trip
3. There must be one chaperone for each eight students
4. The trip will be made on a weekend in either April or May, with the possibility of including a Friday or a Monday but not both.
5. Cost, list of chaperones, and itinerary will be submitted to the Board on or before the regular April Board meeting for approval
6. The trip will not interfere with any local or state activity, such as music contest, track meet, FFA contest, or prom
7. A class member not attending will not be given a refund or receive any compensation
8. The administration reserves the right to bar any student from making the trip because of poor conduct or evidence of lack of responsibility
9. Any of the following forms of conduct during the trip may result in the barring of students taking part in the commencement ceremony
 - a. failure to obey a chaperone
 - b. evidence of use or possession of alcohol, drugs, or tobacco
 - c. breaking any civil or criminal laws
 - d. leaving designated area of trip

The Board of Education will make the final determinations regarding the Senior Trip.

Senior Class Funds

Each Senior Class that has remaining revenue from fund-raisers at the time of graduation, may decide by July 1 st how they wish to use the funds to contribute to the school district. After July 1 st if this decision has not been made, the monies will be placed in the Student Activities account.

Attendance

Students must be at school by the lunch period, on the day of the scheduled activity, in order to participate. Exceptions would be: funeral, medical appointments, or special circumstances approved by the principal.

Middle School Academic Eligibility

Academic Eligibility for middle school students will be at the discretion of the administrative team.

High School Academic Eligibility

A student's first priority is to his or her studies. Students expecting to represent Orient-Macksburg School in any form of activity must maintain their academic eligibility. To be eligible a student must receive passing grades in all classes at midterm. If the student is a special education student, he/she must be making appropriate progress toward his/her educational goals as certified by his/her instructors.

Weekly Checks Following midterms, students with failing grades will have the opportunity to regain their eligibility, if they have raised their grades to passing. These checks will be every **Monday** following midterms.

End of Quarter

If a student fails a class at the end of the quarter that student will be ineligible for a period of ten school days.

End of the Semester

If a student fails a class at the end of the semester that student will be ineligible for a period of thirty calendar days. This period of ineligibility will follow the student for one year. (Example: A student fails a class at the end of first semester. This student does not go out for any activities until volleyball the next fall. The period of ineligibility would begin in the fall.)

No schedule changes will be made after the first 4 school days of each semester.

Good Conduct Policy

Definition

A good conduct rule is a factor, alongside grades, age, attendance, health, and academic progress toward graduation, of eligibility for middle school and high school extracurricular participation. The Good Conduct Policy covers students in and out of school. Its purpose is to ensure, insofar as possible, that students who represent the Orient-Macksburg School District in extracurricular activities are worthy in behavior of the admiration of and emulation by other students and the community as a whole. It is also designed to be a deterrent to behaviors that are illegal, immoral, unhealthy, or in conflict with the principles we strive to teach our students.

It is important to remember that by legal interpretation of the Iowa Code, the Good Conduct Rule applies only to those students who are participating in extracurricular activities. Those students who are not participants are not affected by the Good Conduct Rule. Students found to be in attendance or associated with those who violate the Good Conduct Rule, are also found to be in violation by association, and are subject to the consequences.

Extracurricular activities are defined as those in which students in grades 6-12, and graduated seniors who may participate under the official sponsorship of the Orient-Macksburg Community School District. Middle School students must also abide by the Good Conduct Rule. Any violations incurred prior to ninth grade will not be carried forward to high school.

Appropriate student behavior is required by and impacts all extracurricular activities. If a student were participating in multiple activities at the same time, the

student would be ineligible for all activities. If the student is not currently participating in an activity, then the period of ineligibility shall apply to the first extracurricular activity in which the student participates. A violation may carry over from one activity to another and from one school year to the next.

Determination

Students who have been reported in violation of the good conduct provision must have been reported by teachers, coaches, administrators, law enforcement officials, or by self-admission. When it comes to the attention of school officials that a student is suspected of violating the Good Conduct Policy, the principal will determine whether the student has committed a violation. The Orient-Macksburg School District may determine that there has been a violation of the Good Conduct Policy whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Policy violation. Once the determination is made that a student has violated the Orient-Macksburg Good Conduct Policy, the principal shall inform the student and his or her parents of the penalty.

Any student declared ineligible under a prior school's Code of Conduct and then without having completed the full period of ineligibility, transfers to Orient-Macksburg High School, will not be eligible for activities until the full period of ineligibility has been completed.

Violations

Violations include but are not limited to the following actions:

Students shall not:

1. Sell, manufacture, or distribute illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
2. Possess, use, or threaten to use any weapon
3. Possess, use, or be under the influence of illegal drugs, controlled substance, imitation controlled substances, or drug paraphernalia.
4. Possess, use, or be under the influence of alcoholic beverages.
5. Assault or physically abuse any person at school or during school activities.
6. Attend a function or party where illegal drugs are being used or where alcohol is being used illegally by minors.
7. Use, posses, or transmit tobacco.

8. Damage, destroy, vandalize, or steal property.
9. Participate in any conduct which, in Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.

Consequences

First Offense:

- A. Honesty Provision-Student comes forward to an administrator the next day of school attendance (in the summer, the student has 7 days after the incident) admitting to the offense, consequence will be the student gives up the next two scheduled dates, submits to 8 hour substance abuse treatment, completes the educational restitution packet, and provides six hours of community service to the school.
- B. Admittance Provision-Student is confronted by school official and admits to the violation. Consequences are the students gives up the next four scheduled dates, submits to 8 hour substance abuse treatment, completes the educational restitution packet, and provides twelve hours of community service to the school.
- C. Denial Provision-Student denies involvement in the violation, but is found to be in violation of the good conduct policy. Consequences are the student gives up the next eight scheduled dates, submits to 8 hour substance abuse treatment, completes the educational restitution packet, and provides eighteen hours of community service to the school.

Second Offense:

- A. Honesty Provision-Student comes forward to an administrator the next day of school attendance (in the summer, the student has 7 days after the incident) admitting to the offense, consequence will be the student giving up the next four scheduled dates, submits to 8 hour substance abuse treatment, completes the educational packet, and provides twelve hours of community service to the school.

- B. Admittance Provision-Student is confronted by school official and admits to the violation. Consequences are the next eight scheduled dates, submits to 8 hour substance abuse treatment, completes educational packet, and provides 24 hours of community service to the school.
- C. Denial Provision-Student denies involvement in the violation, but is found to be in violation of the good conduct policy. Consequences are the next sixteen scheduled dates, submits to 8 hour substance abuse treatment, completes the educational restitution packet, and provides 36 hours of community service to the school.

Third Offense:

The student will forfeit the next 30 dates with a maximum ineligibility of one calendar year. The student must submit to 8 hours substance abuse treatment, complete the educational packet, and provide 72 hours of community service to the school.

Fourth and Subsequent Offense:

The student will forfeit all extracurricular activities for one year.

Felony Consequences

First Offense: Student will forfeit participation in all activities for one calendar year.

Second Offense: Student will forfeit participation in all activities for the remainder of his/her high school years.

Buyback Option

If a violating student remains without an infraction for one calendar year, the student “buys back” one step on their offense ladder. For example, if a student has had two offenses and goes one calendar year without another offense, he or she returns to step one.

Appeal

When a student’s behavior results in a first violation of the Good Conduct Policy, the decision of the principal will be final and no appeal will be allowed. When a second violation has occurred, the principal’s decision may be appealed to the superintendent. The appeal will be in writing and delivered to the superintendent

within 5 days of the principal's decision. The appeal will specify the reasons for the appeal and all supporting information and facts. The superintendent will review the investigation and all facts surrounding the violation. The superintendent will provide a written decision within 5 days. The decision of the superintendent will be final.

When student behavior results in a third or fourth violation of the Good Conduct Policy, the decision of the superintendent may be appealed to the Board of Education. The student will file a written appeal within 5 days of the superintendent's decision. A hearing before the Board will be scheduled as soon as possible. The decision of the Board will be final. During the appeal process, the student will be ineligible to participate in activities.

Orient-Macksburg Community School District 2018-2019 School Calendar



Start –Finish
(August 23 – May 28)

Summary of Calendar

Days/Hours in classroom:
1st Semester– 88 days/564 hrs.
2nd Semester–88 days/559 hrs.
Total Days/Hours **176/1123**
(Hours = Student Contact Hrs.)
(PT Conf. Comp. = 2 days)

CALENDAR LEGEND

Start or End of Qtr. ■
Pro.Dev.(No School) ■
PT Conferences ■
Vacation Days ■

*Days missed for inclement weather or other circumstances will be made up on January 2 and/or at the end of the school year.

August					Student Days/Hours	
M	T	W	Th	F	Days	Hrs.
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24	2	13
27	28	29	30	31	7	32
September						
3	4	5	6	7	11	26
10	11	12	13	14	16	32
17	18	19	20	21	20	26
24	25	26	27	28	25	32
October						
1	2	3	4	5	30	32.5
8	9	10	11	12	34	26
15	16	17	18	19	39	32.5
22	23	24	25	26	44	30.5
29	30	31			3	19.5
November						
			1	2	5	13
5	6	7	8	9	10	32.5
12	13	14	15	16	15	32.5
19	20	21	22	23	17	13
26	27	28	29	30	22	32.5
December						
3	4	5	6	7	27	32.5
10	11	12	13	14	32	32.5
17	18	19	20	21	37	32.5
24	25	26	27	28		
31						
January						
	1	2	3	4	39	13
7	8	9	10	11	44	32.5
14	15	16	17	18	4	26
21	22	23	24	25	9	32.5
28	29	30	31		13	26
February						
				1	14	6.5
4	5	6	7	8	19	32.5
11	12	13	14	15	23	26
18	19	20	21	22	28	32.5
25	26	27	28		32	26
March						
				1	33	6.5
4	5	6	7	8	38	32.5
11	12	13	14	15	43	26
18	19	20	21	22	0	0
25	26	27	28	29	5	32.5
April						
1	2	3	4	5	10	32.5
8	9	10	11	12	15	32.5
15	16	17	18	19	19	26
22	23	24	25	26	24	32.5
29	30				26	13
May						
		1	2	3	29	19.5
6	7	8	9	10	34	32.5
13	14	15	16	17	39	32
20	21	22	23	24	44	32.5
27	28	29	30	31	45	6
June						
3	4	5	6	7		

Date Event

Aug 1 Student Registration
2 pm - 7pm

Aug 15-16 New Teachers
Aug 21-22 Prof. Dev. & Workshop
Aug 23 Students First Day
Early Dismissal 1:15
Begin 1st Sem & 1st Qtr.

Sept 3 Labor Day (No School)
Sept 17 Prof. Dev. (No School)
Sept 21 Homecoming ???
All School Assembly
Early Dismissal 1:15

Oct 12 Prof. Dev. No School
Oct 26 End 1st Qtr. (44 days/281 hrs)
1:15 dismissal
Oct 29 Start 2nd Qtr.

Nov 1 PT Conferences 1:00-9:30 pm
Early Dismissal 12:00
Nov 2 No School (PTC Comp. Day)
Nov 21 Prof. Dev. (No School) 8-1:15
Nov 22-23 Thanksgiving Holiday
No School

Dec 21 Early Dismissal 1:15
Dec 24-Jan 2 Christmas Break
(No School)

Jan. 2 Prof. Dev. (No School)
(Opt. Snow make up)
Jan 11 End 2nd tr. (44 days/283 hrs.)
End 1st Sem. (88 days/564 hrs.)
Jan 14 Prof. Dev. (No School) 8-2:00
Jan 15 Begin 2nd Semester

Feb. 13 Prof. Dev. No School
Feb. 21 PT Conferences 1:00-9:30 pm
Early Dismissal 12:00

Mar 15 End 3rd Qtr. (43 days/271 hrs.)
No School (PTC Comp. Day)
Mar 18-22 Spring Break (No School)
Mar 25 Start 4th Qtr.

April 19 Prof. Dev. (No School) 8-1:15
Good Friday
Apr 21 Easter

May 19 Graduation
May 27 Memorial Day (No School)
May 28 Last Day for Students
Early Dismissal 12:00
End 4th Qtr. (45 days/288 hrs.)
End 2nd Sem. (88 days/559 hrs.)
May 29 Prof. Dev. Teacher Work Day