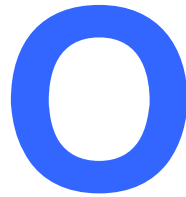


Ogden Bulldogs



OGDEN COMMUNITY SCHOOL DISTRICT  
HOWE ELEMENTARY SCHOOL

Student - Parent Handbook  
2017-2018

307 SE 2nd St.  
P.O Box 250  
Ogden, Iowa 50212

<http://www.ogdenschools.org>

Principal/Attendance	275-2795
Fax	275-4914
Superintendent	275-2894
Bus Barn	275-2058

**MISSION STATEMENT**

*Engage, Educate, and Empower*

**VISION STATEMENT**

*Ogden Community School District will inspire the next generation of innovative thinkers to persevere and succeed in meeting tomorrow's opportunities.*

## **Elementary School Policies**

This handbook has been developed for Ogden elementary students and their parents/guardians. Every effort has been made to summarize school policies and regulations to provide a basic understanding of the district's expectations for students attending school. Students will be held accountable for knowing the handbook's content. More detailed regulations can be found in the School Board Policy manuals located in the principals' offices and at the superintendent's office. The policies printed in this document are subject to change, due to the continuous review and revision of Board policies. The Ogden School Board approves the handbook annually.

The Ogden Early Childhood Program includes four-year old Preschool and Early Childhood Special Education (ECSE) students. This program has its own separate handbook.

## **Purpose**

Your public school was established by and operates under the laws of the State of Iowa to provide you with an education. The public elects a Board of Education to direct the schools, and the administrators manage the operations. All children must attend school until the age of 16. Any student who turns 16 after September 15 of any school year is to remain in school for the entire year. Any student not complying with these state standards will be in violation of the Iowa Code and the school will be obligated to submit the student's name to the county attorney. Students must understand they have certain rights while they attend school and should remember that with these rights come many responsibilities. They must also understand that the school board, administrators, and teachers have the right to make sure the atmosphere in their school is the most positive for learning. Disruptions must be kept to a minimum, and all people should treat each other with respect. Being a democratically oriented institution, school must allow for proposed changes and expression of dissent. The following guidelines have been established. Should you have a personal grievance, first communicate with the source if it is another person. If the problem cannot be solved, contact your teacher, counselor, principal, superintendent, and Board of Education in that order. Only after you feel you were not given satisfactory consideration should you appeal to a higher level.

As a parent of a student who attends a public school district receiving Title I funds, you have the right to inquire and receive information about the qualifications of your child's teacher. If your child is taught by a non-highly qualified teacher for a period of four or more consecutive weeks, you will be notified.

The Ogden Community School District offers career and technical programs in the following areas of study:  
Heavy Industrial Equipment; Business; Agriculture (Boone); Hospitality, Tourism & Management

It is the policy of the Ogden Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Jennifer Peter, Ogden High School, 732 W. Division St., Ogden, IA 50212, 515-275-4034, [jennifer.peter@ogden.k12.ia.us](mailto:jennifer.peter@ogden.k12.ia.us).

## Table of Contents

<b>ACADEMIC</b>	<b>6</b>
EXTENDED LEARNING PROGRAM (ELP)	6
FAMILY NIGHT (BOARD POLICY 508.2)	6
HEALTH EDUCATION (BOARD POLICY 603.5)	6
HOMEWORK	7
INSTRUCTIONAL MATERIALS (BOARD POLICIES 605, 503.3)	7
PHYSICAL EDUCATION	7
SCHOOL LIBRARY	7
STUDENT FIELD TRIPS AND EXCURSIONS	7
STUDENT PROMOTION-RETENTION-ACCELERATION (BOARD POLICY 505.2)	8
TESTING PROGRAM	8
<b>ATTENDANCE</b>	<b>9</b>
ABSENCES AND ATTENDANCE (BOARD POLICY 501.9)	9
EARLY DISMISSAL FROM SCHOOL	9
EARLY DISMISSALS/PROFESSIONAL DEVELOPMENT	9
STUDENT ABSENCES-EXCUSED/UNEXCUSED (BOARD POLICY 501.9)	9
TARDY	10
TRUANCY-UNEXCUSED ABSENCES (BOARD POLICY 501.10)	10
<b>CAFETERIA</b>	<b>11</b>
BRINGING MONEY TO SCHOOL	11
CAFETERIA (BOARD POLICY 710.1)	11
FREE AND REDUCED LUNCHES (BOARD POLICY 710.2)	12
SCHOOL FOOD PROGRAM	13
<b>COMMUNICATION</b>	<b>14</b>
CHANGE OF ADDRESS	14
COMMUNICATING WITH SCHOOL PERSONNEL	14
CONTACTING A STUDENT BY SCHOOL PHONE	14
CONTACTING A TEACHER	14
INFINITE CAMPUS	14
TELEPHONE CALLS/CELL PHONES	15
<b>DISCIPLINE</b>	<b>16</b>
SELF DISCIPLINE	16
STANDARDS FOR STUDENT BEHAVIOR	16
STUDENT APPEARANCE (BOARD POLICY 502.1)	23
STUDENT CONDUCT (BOARD POLICY 503.1)	23
STUDENT EXPECTATIONS	25
<b>PROCEDURES</b>	<b>26</b>
ANIMALS IN THE CLASSROOM	26
LOST AND FOUND	26

<b>PARTIES/INVITATIONS</b>	<b>26</b>
<b>PERSONAL PROPERTY AT SCHOOL</b>	<b>26</b>
<b>STUDENT FUNDRAISING</b>	<b>26</b>
<b>STUDENT PHOTOGRAPHS</b>	<b>27</b>
<b>STUDENT PROGRESS REPORTS AND CONFERENCES</b>	<b>27</b>
<b><u>SAFETY</u></b>	<b><u>28</u></b>
<b>EMERGENCY INFORMATION</b>	<b>28</b>
<b>EMERGENCY PLANS AND DRILLS (BOARD POLICY 507.5)</b>	<b>28</b>
<b>LEAVING SCHOOL GROUNDS</b>	<b>29</b>
<b>PRECAUTION AGAINST CHILD ABDUCTION</b>	<b>29</b>
<b>WEAPONS (BOARD POLICY 502.6)</b>	<b>30</b>
<b><u>SCHOOL BOARD POLICIES</u></b>	<b><u>31</u></b>
<b>ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES (BOARD POLICY 402.3)</b>	<b>31</b>
<b>ANNUAL NOTICE (BOARD POLICY 506.1.E.9)</b>	<b>31</b>
<b>ANTI-BULLYING/HARASSMENT POLICY (BOARD POLICY 104)</b>	<b>33</b>
<b>CORPORAL PUNISHMENT (BOARD POLICY 503.5)</b>	<b>35</b>
<b>CUSTODY AND PARENTAL RIGHTS (BOARD POLICY 507.7)</b>	<b>36</b>
<b>DISTRIBUTION OF MATERIALS (BOARD POLICY 903.5)</b>	<b>36</b>
<b>DUAL ENROLLMENT (BOARD POLICY 604.7)</b>	<b>36</b>
<b>EQUAL EDUCATION OPPORTUNITY (BOARD POLICY 102)</b>	<b>37</b>
<b>EQUAL EDUCATION OPPORTUNITY (BOARD POLICY 102.E.1)</b>	<b>37</b>
<b>GRIEVANCE PROCEDURE (BOARD POLICY 102.R.1)</b>	<b>37</b>
<b>FINES-FEES-CHARGES (BOARD POLICY 503.3)</b>	<b>39</b>
<b>HOMELESS CHILDREN AND YOUTH (BOARD POLICY 501.16)</b>	<b>39</b>
<b>INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES (BOARD POLICY 502.9)</b>	<b>40</b>
<b>MULTI-CULTURAL/GENDER EQUITABLE EDUCATION (BOARD POLICY 603.4)</b>	<b>40</b>
<b>OPEN ENROLLMENT (BOARD POLICIES 501.14, 501.15)</b>	<b>40</b>
<b>SEARCH AND SEIZURE (BOARD POLICY 502.8)</b>	<b>41</b>
<b>SECTION 504 AND PARENTAL RIGHTS (BOARD POLICY 102.E3)</b>	<b>42</b>
<b>SMOKING-DRINKING-DRUGS (BOARD POLICY 502.7)</b>	<b>42</b>
<b>STUDENT COMPLAINTS AND GRIEVANCES (BOARD POLICY 502.4)</b>	<b>43</b>
<b>STUDENT DIRECTORY INFORMATION (BOARD POLICY 506.2)</b>	<b>43</b>
<b>STUDENT RECORDS ACCESS (BOARD POLICY 506.1)</b>	<b>44</b>
<b>STUDENT TRANSFERS OUT OR WITHDRAWALS (BOARD POLICY 501.7)</b>	<b>44</b>
<b><u>SCHOOL DAY</u></b>	<b><u>45</u></b>
<b>ARRIVAL TO THE SCHOOL</b>	<b>45</b>
<b>END OF THE SCHOOL DAY</b>	<b>45</b>
<b>LEAVING THE SCHOOL GROUNDS (BOARD POLICY 501.10)</b>	<b>45</b>
<b>PLAYGROUND</b>	<b>46</b>
<b>RECESS</b>	<b>46</b>
<b>SCHOOL DAY</b>	<b>47</b>
<b>THREE DAY SCHEDULE</b>	<b>47</b>
<b>TOWN / WALKING STUDENTS</b>	<b>47</b>
<b>VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES (903.3)</b>	<b>47</b>
<b><u>STUDENT HEALTH</u></b>	<b><u>48</u></b>

ADMINISTERING MEDICATIONS FORMS	48
ADMINISTRATION OF MEDICATION TO STUDENTS (BOARD POLICY 507.2)	48
SELF ADMINISTRATION OF MEDICATION (BOARD POLICY 507.2)	49
STUDENT ILLNESS OR INJURY AT SCHOOL	50
STUDENT HEALTH SERVICES	51
<b>STUDENT SERVICES</b>	<b>52</b>
ALTERNATIVE PROGRAMS (604)	52
BUILDING ASSISTANCE TEAM (BAT)	52
HEARTLAND AREA EDUCATION AGENCY SERVICES	52
STUDENT GUIDANCE AND COUNSELING PROGRAM (607.1)	52
<b>TECHNOLOGY</b>	<b>53</b>
INTERNET ACCESS	53
INTERNET- APPROPRIATE (BOARD POLICY 605.6)	53
INTERNET ACCESS PERMISSION LETTER TO PARENTS (BOARD POLICY 605.6.E.1)	54
INTERNET ACCESS PERMISSION FORM	58
INTERNET-APPROPRIATE USE REGULATION (BOARD POLICY 605.6.E.2)	59
<b>TRANSPORTATION</b>	<b>60</b>
SCOOTERS, BICYCLES, SKATEBOARDS, ROLLER BLADES, AND HEELIES	60
STUDENT SCHOOL TRANSPORTATION ELIGIBILITY (BOARD POLICY 711.1)	60
STUDENT CONDUCT ON SCHOOL TRANSPORTATION (BOARD POLICY 711.2)	61
TRANSPORTING STUDENTS IN PRIVATE VEHICLES (BOARD POLICY 904.1)	61
<b>WEATHER</b>	<b>62</b>
EMERGENCY SCHOOL CANCELLATION OR DELAY	62
SCHOOL CLOSING PROCEDURES FOR INCLEMENT WEATHER	62
<b>GUIDELINES FOR ELEMENTARY CLASSROOM PLACEMENTS</b>	<b>65</b>

## **Academic**

### **Extended Learning Program (ELP)**

The Extended Learning Program is available for those students who qualify under the identification guidelines as directed in the ELP policy manual. Parents interested in ELP services for their child may contact the ELP teacher.

Additional information and guidance about the ELP program can be found on the schools website at [ogdenschools.org](http://ogdenschools.org)

### **Family Night (Board Policy 508.2)**

Open activities represent a very important part of a student's education experience. Wednesday night of every week during the school year has been set aside as Family Night.

### **Health Education (Board Policy 603.5)**

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of diseases; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well being.

The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students.

The Ogden School District provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Students excused from this phase of the instruction will be given alternative assignments. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent/designee.

The superintendent will have the final authority to determine the alternate activity or study.

## **Homework**

Homework, extra class activities or assignments beyond the regular classroom instruction program are a part of the education program. Homework will be an extension and an enrichment of the classroom instruction.

Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activity, or to make up incomplete assignments.

## **Instructional Materials (Board Policies 605, 503.3)**

Textbooks and library books are furnished by the school system. Fines are charged for lost or damaged books. The amount of the fine is dependent upon the condition of the book and/or the degree of the damage. All fines and lost book payments are due the last day of school. Students will not be allowed to check out books until all payments are made. This will also carry into the next school year.

## **Physical Education**

Physical Education classes are a part of the elementary curriculum; therefore, all students will be required to participate in this class. If an excessive amount of excuses are received, the principal may request a note from the family physician.

Additional information can be found in [Board Policy 603.6](#)

In order to insure maximum benefit, safety and enjoyment, each student in grades kindergarten through five is required to have tennis shoes for physical education activities. Tennis shoes may be changed at school. Girls are encouraged to wear slacks or shorts on gym days.

## **School Library**

Each classroom is scheduled for library once in a three-day rotation. Library books are checked out for a one-week period. The school does not charge fines for overdue books. However, students will not be allowed checkout of additional books if they have overdue books. If a book is lost, a replacement fee will be charged.

Additional information can be found in [Board Policy 605.5](#)

## **Student Field Trips and Excursions**

Field trips are an important part of our curriculum and an extension of our school's learning environment. Parents will be notified of all field trips. Students must have a permission slip signed by their parents. Students will be expected to attend all field trips. If a student has a legitimate reason not to go, it must first be cleared with the teacher in charge and an alternate assignment will be given. Students are expected to follow school rules, dress appropriately for the field trip, and follow the transportation safety rules. Board approval will be required for field trips and excursions which involve unusual length or expense.

Additional information can be found in [Board Policy 606.5](#)

### **Student Promotion-Retention-Acceleration (Board Policy 505.2)**

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 determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. It is within the sole discretion of the board to retain students in their current grade level.

Students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the board to retain students in their current grade level and to deny promotion to a student.

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

If retention is discussed but not approved, this will be documented in the student's cumulative folder.

### **Testing Program**

The Iowa Assessment Test will be given to third and fourth grade students at Howe Elementary in February. Results of this test will be sent home with the report card or midterm. CogAt tests will be administered to third graders. Kindergarten through Fourth will be given the FAST (Formative Assessment System for Teachers) assessment in the fall, mid-year, and spring.



## **Attendance**

### **Absences and Attendance (Board Policy 501.9)**

Regular attendance at school is very important. Good attendance habits are formed during these first years of elementary school.

Please help your child develop a commitment for school attendance and for getting to school on time. If/when it is necessary for your child to be absent, call the school office at 275-2795 or 275-4324 between 7:30 a.m. and 8:30 a.m. If the school is not notified, the school will attempt to make contact with you as to the whereabouts of your child.

It is highly encouraged that students are at school every day unless he/she is sick or has a family crisis. Our expectation for each student enrolled at Howe Elementary is to attend school unless he/se is has vomited in the last 12 hours or is running a fever of over 100° F.

### **Early Dismissal from School**

Please put all requests to be absent in writing to the classroom teacher. Students must have a note if they are to go somewhere other than their usual destination. Students will be sent to their usual destination if the school does not have notice of where they are to go. Dental and medical appointments should be kept at a minimum, but will be approved absences. The student should be responsible for remembering the time he/she is to leave the school. The parent will sign out with the school secretary before the student leaves the building.

### **Early Dismissals/Professional Development**

Howe School will be dismissing students at 12:50 p.m. approximately every other Wednesday for professional development. If school is delayed on Wednesdays for any reason, including inclement weather, students will not be dismissed early that day.

### **Student Absences-Excused/Unexcused (Board Policy 501.9)**

Excused absences include but are not limited to, personal illness; serious or childhood illnesses, surgery, injury or death of a family member; family or personal emergencies approved by the principal; recognized religious observances; medical/dental/business appointments which cannot be made other than during school time; funerals; court appearances; suspension from school; and other reasons which can be justified from an educational standpoint with approval from the principal. Classes missed because of attendance at a school-sponsored activity will not be considered an absence; however, the student will be required to make up work missed.

**The building principal will make the final decision if an absence is excused or unexcused.**

Examples of likely unexcused absences:

- Shopping trips
- Sports Tournaments (non-school sponsored)
- Hair appointments
- Family Trips

## **Tardy**

Students are considered late if they are not in the classroom by 8:20 a.m. Except in extenuating circumstance, students arriving before 9:30 will be considered tardy. Students arriving after 9:30 will be considered as absent.

## **Truancy-Unexcused Absences (Board Policy 501.10)**

Iowa law delegates the principal of a school as the truancy officer for the state. It is therefore the responsibility of the principal to monitor student absences and encourage consistent school attendance. The state requires an average attendance rate of 95% or higher. This is our expectation for each student enrolled at Ogden Middle School. It is highly encouraged that students are at school every day unless he/she is sick or has a family crisis. The following criteria will be used to keep open communication between parents and the school.

- After ten absences in a given school year, a student's absences will be recorded as unexcused unless accompanied with a doctor's excuse. Parent will be sent a form letter if their child has reached this point.
- After five unexcused absences in a year (after the initial 10 absences), the school will contact parents and set up a school assistance team meeting with school personnel and parents to establish an attendance plan.
- After ten unexcused absences in a year (after the initial 10 absences), the principal has the responsibility to contact the county attorney's office with concerns of possible truancy. A second school assistance team meeting will be scheduled with parents, school personnel, and a state prevention officer.
  - \*Note: The school principal or school nurse may pre-approve an absence as excused.
- After 15 unexcused absences in a year (after the initial 10 absences), the principal has the responsibility to contact the county attorney's office with concerns of possible truancy; charges against the parents will be likely filed.

# Cafeteria

## Bringing Money to School

It is the policy of the school to discourage children from bringing money to school except for authorized or school sponsored activities such as PTO, lunch money, book rental, etc. In all cases where money is sent to the school, it should be enclosed in an envelope with the following information given: child's name and address, grade, date, teacher's name, amount of money enclosed, purpose for which the money is being sent. If possible, send a check, rather than cash, to provide safety in case of loss.

## Cafeteria (Board Policy 710.1)

All students are encouraged to make use of the cafeteria services provided by the school. We ask that you at all times conduct yourselves as ladies and gentlemen and observe the regulations set forth by the cafeteria supervisor. Students who prefer to bring lunch from home may do so. Milk may be purchased separately. No food is to be taken from the cafeteria unless authorized by school personnel. Students are not to purchase food for other students. Students are expected to take their trays to the receiving counter when they are finished eating. Students must deposit their own wrappers and cartons in the wastebasket. Students may use the restrooms with permission, but are not to use the restrooms for extended periods of time. Students may leave the cafeteria when dismissed.

All students will use their lunch pin number to purchase a meal or milk from the cafeteria. The number is entered into the computer after the meal has been taken and the appropriate amount is deducted from the lunch account.

The lunch program accounting system is a debit system, which means that you deposit money into your lunch account and as students eat, the meal charge is deducted from your lunch account balance. At the end of the serving line, the student enters their lunch pin number, the cashier verifies the student name, and the food items are deducted from the lunch account if there is money in the account.

It is necessary to keep money in the lunch account so children can continue to purchase against it. When the account starts to get low your child will be given a verbal or written notice when he/she goes through the lunch line. It is important for the student to communicate low balance warnings to parents so that students can continue to purchase against the account.

If a student meal account has a negative balance of \$25 or more, the student will not be allowed to charge any meals until the account is paid in full. If the student receives free meals, the student must have a current, approved, application on file and may select the reimbursable school meal only. If the elementary or middle school student receives reduced-price meals, the student must pay cash for the reimbursable school meal only, at the time of purchase, or the student will receive the reimbursable alternative meal of a sandwich, vegetable, fruit and milk. An elementary or middle school student, who pays regular price, must pay cash for the reimbursable school meal only, at the time of purchase, or the student will receive a reimbursable alternative meal of a sandwich, vegetable, fruit and milk. A reduced-price or regular-price paying student in high school must pay cash at the time of purchase for anything they wish to purchase. This includes the meals.

There is no alternate breakfast served. If a student has a negative balance of \$25 or more they will need to pay cash to purchase a breakfast meal.

Parents are encouraged to view their child's lunch balance and detailed transactions through Infinite Campus, our student management system.

Payment Options:

1. Parents may make payments using our on-line payment system through the Infinite Campus Parent Portal on the school website: [ogdenschools.org](http://ogdenschools.org).
2. Parents may pay for lunch in person if they prefer. Call the kitchen anytime between the hours of 7:30 am and 11:00 am for your account balance.

Parents and guests are encouraged to eat lunch at school. We would ask but do not require letting your child's teacher know by 9:00 a.m. so we can add you to the lunch count for the day.

### **Free and Reduced Lunches (Board Policy 710.2)**

It is the responsibility of the business manager to determine if a student qualifies for free or reduced cost school food services. By qualifying, students enrolled and attending school in the school district who are unable to afford the cost or a portion of the cost of the school breakfast or lunch, will be provided the school food program services at no cost or at a reduced cost. Students, whom the principal believes are improperly nourished, will not be denied the school food program services simply because the paperwork has not been completed.

All fees and charges for meals and ala carte items purchased shall be the responsibility of each student's parent(s)/guardian(s). Free/Reduced applications are available throughout the year on the District website, each attendance center and the administration building. Applications must be completed each year. Any charges incurred until a new application is approved, are the responsibility of the parent(s)/guardian(s) and must be paid. Students that qualify for free/reduced meals will be charged and deemed responsible for any extra purchases made. This includes, but is not limited to, single cartons of milk purchased with a meal brought from home.

If a student meal account has a negative balance of \$25 or more, the student will not be allowed to charge any meals until the account is paid in full. If the student receives free meals, the student must have a current, approved, application on file and may select the reimbursable school meal only. If the elementary or middle school student receives reduced-price meals, the student must pay cash for the reimbursable school meal only, at the time of purchase, or the student will receive the reimbursable alternative meal of a sandwich, vegetable, fruit and milk. An elementary or middle school student, who pays regular price, must pay cash for the reimbursable school meal only, at the time of purchase, or the student will receive a reimbursable alternative meal of a sandwich, vegetable, fruit and milk. A reduced-price or regular-price paying student in high school must pay cash at the time of purchase for anything they wish to purchase. This includes the meals.

There is no alternate breakfast served. If a student has a negative balance of \$25 or more they will need to pay cash to purchase a breakfast meal.

Additional information can be found in [Board Policy 503.3.r.1](#)

## School Food Program

Kindergarten receives the complete daily hot lunch menu. Students in grades First through Fourth will have the opportunity to select three food items from the menu or receive the entire menu.

The three items will be selected from the following groups:

Meat

Milk

\*Vegetable

\*Fruit

Bread (according to the state, bread includes cake & cookie)

\*One of the three choices must include a fruit or vegetable.

The daily menu should be reviewed before coming to the school so students will know if they would like to eat the school lunch or bring their own lunch. Teachers will review the menu for students who are eating school lunch to help students decide on their choices for that day. Families may access the monthly menus online on the school's website, or they can ask the office.

We appreciate your cooperation and invite you to eat lunch with your student at Howe Elementary anytime during the school year.

# Communication

## Change of Address

It is important that you inform us immediately of any changes in your telephone number, address, or the person who is to be notified in case of an emergency. Please notify the school in advance of a planned move from the Ogden Community School District.

## Communicating with School Personnel

Guidelines to offer a suggestion or alert someone to a problem in the Ogden Community School District:

- Address yourself to the person closest to the situation.
- Be positive and optimistic that there will be a rational response to you - a listening ear, an answer, or a solution.
- Teachers need to know when things are unclear, questions are being asked, or problems need solving.
- The principal needs to know when the school is not serving its population as effectively as possible. The principal is responsible for the overall management of the school.
- The superintendent needs to know when there are concerns, suggestions, or problem solving that will affect the district.

## Contacting a Student by School Phone

If parents or other persons have reason to contact a student while he/she is in school, they must do so by first contacting the office. The message will be given to the student at the earliest opportunity. Please limit calls. To be fair to our students, arrangements should be discussed with the student the night before or in the morning to avoid them worrying all day long. We understand that there are emergencies and change of plans that occur and we are willing to help when necessary.

Persons, other than parents, wishing to contact a student will be questioned as to the reason before the message will be given to the student. The parents/guardians of the student will be notified before the message is delivered.

## Contacting a Teacher

Email is a preferred way to communicate with a teacher. Do not expect an immediate response especially during the school day. Please keep emails brief and to the point. If the email has the potential for being emotionally charged, contacting the teacher by phone or to setting up a meeting with the teacher is a recommended avenue of communication to take.

If you wish to call a teacher, please call the school before 8:15 a.m. or after 3:25 p.m. Most records and notes are kept at school by the teachers, not at their homes.

## Infinite Campus

Infinite Campus is our primary school information system. Parents are encouraged to become familiar with the Infinite Campus program. Checking lunch account balances, paying school fees, checking student attendance records, and checking a child's grades are a few of the most used applications of Infinite Campus by parents.

## **Telephone Calls/Cell Phones**

Permission must be obtained from the teacher and/or the office staff for a student to use the telephone. Children may use the office phone for any necessary call.

Students are not to bring cell phones, pagers, beepers or electronic communication devices unless necessary for health reasons or with permission by the building principal. Cell phones, electronic games, I-pods or other electronic communication devices must be turned off at school and kept in the student's book bag or with the child's homeroom teacher. Families who send a cell phone or other communication device with their child(ren) will need to notify the classroom teacher or principal's office their child(ren) has this in their possession.

The school is not responsible for lost, stolen, or broken electronic devices. If a student must use a cell phone during school hours they will need to get permission from a staff member.

# Discipline

## Self Discipline

**Students of Howe Elementary School will be expected to conduct themselves in the following manner:**

- Honest
- Courteous
- Hard working
- Respectful of other people

### **Unaccepted behavior will include:**

- Running in the building
- Inappropriate language or noise level
- Disrespect for fellow students or adults
- Disrespect for the building and equipment
- Inability to follow rules

Discipline should be a combined effort of the student/parent and staff. Close cooperation between all three will help maintain an effective school climate.

The staff is instructed to expect good manners and respect from the students and in turn treat the students with respect and always in a proper manner. These are life skills that students need to be successful in society.

## Standards for Student Behavior

This policy is designed to support the standard of respectful and responsible student conduct.

The school must be an environment where students, school personnel, parents/guardians, and community are free from conduct that either threatens or does mental/physical harm to them or others. With regard to these expectations, students are required to conform to respectful and responsible conduct while at school, or while engaged in school functions away from school.

Respectful conduct standards require that we treat others as we wish to be treated, showing kindness, consideration, acceptance, respect, and fairness when engaged with others.

Responsible conduct standards require that we are in control of our actions, are accountable for our actions, and take responsibility for our actions. It also means being trustworthy, honest, and a responsible citizen.

The school recognizes the value of immediate and positive response to disrespectful, inappropriate, and irresponsible conduct. Each response is designed to emphasize an awareness of the student's action(s) and the impact that their conduct has with regard to others, school, and society. Parents/guardians are recognized as their children's first teacher. Interaction with parents/guardians is, therefore, designed to encourage their involvement, enlist their support in correcting inappropriate conduct, and recognizing that the school is not solely responsible for the development and enforcement of standards of appropriate conduct.



In this regard, no student shall be permitted to interfere with the efforts of the staff, faculty, or administrators to direct, coordinate, or assist learning, to disseminate information for the purpose of learning, or otherwise implement a learning program. No student shall be permitted to interfere with the rights of other students to learn, to engage in learning activities, or to engage in other school-related activities.

The Standards of Conduct are reviewed and amended by school administration and the superintendent for approval by the Board of Education. The policy is to be administered consistently, strictly, and impartially **for all**.

**Modification of a consequence may occur in special circumstances or if it is determined that the modification will have a positive effect on the student's future conduct. In such cases, the administration, the teacher, and the parent/guardian may confer and agree upon the appropriate action prior to the disposition of the case with the student with the final decision to be determined by the administration.**

## **STUDENT CONDUCT STANDARDS**

1. Students demonstrate respect by interacting positively and appropriately with peers, school personnel, volunteers and others with whom they come in contact with on the school campus and during school related functions away from school. Students will disagree in a respectful, non-threatening manner.
2. Students contribute to an environment conducive to teaching and learning by complying with the directives of school personnel, helping to maintain an orderly atmosphere and environment and respecting school property.
3. Students take responsibility for their own conduct by displaying self-discipline and by being fair, honest, truthful, trustworthy, caring, respectful, responsible, and responsible citizens.

## **CONDUCT INFRACTION CATEGORIES**

1. **Conduct not generally directed at an individual and not resulting in physical injury.** These infractions will be dealt with by the established behavior management system.
2. **Failure to recognize the authority of school personnel**
  - Verbal-disrespectful, lewd or profane language/talk
  - Physical-disruptive behavior, behavior determined unsafe
  - Written-lewd or profane language/message
  - Gestures-disrespectful, lewd or profane gestures
  - Defiance-running from school property/verbal or physical refusal to respond to staff

### **3. Destructive Conduct**

- Defacing/destroying school property (writing on desks and walls, tearing up books, breaking windows, etc.)
- Defacing/destroying the property of others
- Theft-start with F on the Consequence Levels for Inappropriate Conduct and may notify law enforcement if administration deems appropriate

### **4. Abusive conduct towards others, staff and other students**

- Harassment
- Sexual harassment
- Extortion
- Intimidation
- Bullying
- Abusive language
- Physical contact resulting in bodily injury to others

### **5. Conduct harmful to self**

- Possession and / or use of controlled substances (e.g. tobacco, alcohol, non-prescription drugs)
- Controlled Substance (alcohol, tobacco, prescription drugs, non-prescription drugs)
  - Intent or distribute controlled substances
  - Distribution of controlled substances
  - Soliciting the sale or distribution of controlled substances
- Self-inflicted injury

### **6. Action Resulting in Disruption of the Education Process**

- Physical action resulting in bodily injury to others
- Distribution of prescription drugs, personal medications, tobacco and alcohol (automatic level H)
- Disruption of the education process
  - Refusal to comply with request of school personnel
  - Action that results in the disruption of a peaceable and orderly atmosphere
  - False alarms
  - Bomb threats
- Threats
  - Engaging in physical action, gesture or verbal action that implies a threat of physical or non-physical injury or harm to students or staff

### **7. Weapons (weapons or objects that may be/are used as a weapon) (Board Policy 502.6)**

- Possession of a real weapon
- Threat to use a weapon
- Use of a weapon

## **NOTIFICATION TO PARENT(S)/GUARDIAN(S) OF INAPPROPRIATE CONDUCT**

Parent(s) or Guardian(s) will be notified of a student's inappropriate conduct. The Classroom teacher or the building principal will handle communication of the inappropriate behavior. This will be done by phone or in writing and may include verbal communication as well. Each form of communication will include:

- Specific conduct of the student
- Specific conduct standard(s) violated
- Specific conduct infraction category(ies) and conduct
- Assigned consequence(s)
- Request for a meeting date (if appropriate)

**APPEAL – Parent(s) and Guardian(s) may appeal an assigned consequence for inappropriate conduct following procedures set by Ogden Community School Board Policies by following the Student Complaint and Grievances Policy 502.4.**

## **POSSIBLE CONSEQUENCE LEVELS FOR INAPPROPRIATE CONDUCT**

- A. Teacher, playground supervisors, instructional aide, lunchroom personnel, and all support staff will report any infractions to the classroom teacher. Teacher contact home and arranged administrative and/or guidance intervention, if deemed appropriate. Consequences will be administered at the teacher level, (Examples: no recess, parties, lunch in cafeteria, or detention). A phone call will be made to parents to set up a conference, define the problem, and determine an action plan to change behavior.
- B. Student will be removed from the classroom and assigned to a time-out area where classroom work will be expected to be completed. Additional consequences may be administered at the teacher level, (Examples: no recess, parties, lunch in cafeteria, or detention). Notification will be made to parents by either the teacher or administrator.
- C. In-school suspension for up to three days. Loss of privileges during suspension. (Examples: no recess, parties, lunch in cafeteria). Classroom work is expected to be completed while in suspension. Notification to home by principal.
- D. In-school suspension for up to five days. Loss of privileges during suspension. (Examples: no recess, parties, lunch in cafeteria). Classroom work is expected to be completed while in suspension. Notification to home by principal.
- E. In-school suspension for up to ten days. Loss of privileges during suspension. (Examples: no recess, parties, lunch in cafeteria). Classroom work is expected to be completed while in suspension. Notification to home by principal.
- F. Out-of-school suspension up to three full days. Notification to home by principal. Notification to superintendent. Possible recommendation to superintendent for additional days suspension. Possible superintendent or law enforcement intervention. Homework will be completed upon the return of the student.

- G. Out-of-school suspension up to five full days. Notification to home by principal. Notification to superintendent. Possible recommendation to superintendent for additional days suspension. Possible superintendent or law enforcement intervention. Homework will be completed upon the return of the student.
- H. Immediate notification to home and dismissal from school. Ten full days out of school suspension beginning the next school day. Notification to superintendent and law enforcement. Possible superintendent intervention. Recommendation to superintendent for referral to board of education for expulsion or suspension.
- I. Out of school suspension up to ten full days. Notification to home by principal. Notification to superintendent. Possible superintendent or law enforcement intervention. Homework will be completed upon the return of the student. The superintendent may recommend this expulsion requirement be modified for a student on a case-by-case basis.

### **Inside Behavior Plan:**

- Character Conduct Rules will be posted in halls, restrooms, lunchroom, etc. All teachers will take continuous opportunities to reinforce these rules to their class. All classrooms will have a behavior management system. All staff will be responsible to notify the classroom teacher anytime we see a child breaking one of these rules.
- When there is misconduct in the hallways, restrooms, lunchroom, etc. the behavior must be addressed by the supervising teacher and the classroom teacher will be notified.
- All teachers need to walk their students to and from specials. Classes need to stay on the appropriate side of the hall when possible and adjust accordingly when classes are passing.
- Teachers need to be in the hall when students are getting ready for recess and at the end of the day.
- All third, fourth, and resource teachers need to walk their classes down for a scheduled bathroom break in the morning and afternoon. We feel this will avoid so much congestion in the halls at recess as well as cut down on the unsupervised behavior in the halls and restrooms. Teachers will then be in the hall while students get ready to go out to recess and will be able to better monitor that students are getting outside.
- Teachers need to meet their students either at the outside doors or at their room doors at the end of recess. This decision should be made with the duty teachers to decide which one is appropriate for the grade level. The recess teachers then need to dismiss the classes according to which class needs to come in first in order to cut down on congestion. Students should be lined up outside accordingly and whatever teacher has duty should come in with his/ her class at the scheduled time.
- At the end of the day all available staff need to position themselves up and down the north-south hallway to help with crowd control.
- Students assigned a detention will take home a form filled out by the teacher or instructional aide who assigns it. It will inform the parents of the infraction and give them the options for completing the detention. The parent must sign the form and return it to the teacher so that a list will be available for the supervising staff.

- Students need to be in the designated detention area at the assigned time. They may be assigned work to do. Students are expected to be respectful of the people on duty. Failure to report for a detention may result in a call to parent/guardian.
- Failure to report following parent contact may result in an in-school suspension.
- Student detentions may also include student tardiness.

## **Outside Behavior Plan:**

- Individuals will sit out of the sport if they have problems playing the game. If too many students are sitting out, the game is stopped and that grade level cannot play the sport again for a set amount of time. This will be noted on the recess log also, so that the next recess duty teacher can follow the prescribed consequence.
- Please utilize the physical education teacher to provide instruction for specific team games that students play.
- Without question every student will be asked to follow the directions on the hallway wall sign. If the sign says boots and snow pants are needed, then that is what will be enforced on the playground.
- Absolutely no personal items should be taken to the playground. They will be confiscated and given to the classroom teacher.
- No one should hang around the school doorways.
- Once a student is outside, they should stay outside. (If a student planned to go to the counselor's office to read, for example, but went outside first, they will need to stay outside).
- Teachers on duty need to be outside before students are out.
- Social stories may be written to verbalize the school rules and the rules will be taught in the classrooms.
- When there are several students who have to stay on the concrete because of no boots or snow pants, the recess duty teacher may give them a directed activity to do (such as calisthenics, marching, jumping, etc.)
- Before recess each teacher will be in the hallway making sure that students are following the hallway rules, then she will walk her class to the recess door. Students should not go out on the playground until a supervisor is present.
- After recess, one of the supervisors on duty will walk the students into the building while the other one waits with the end of the line. Classroom teachers will be by the outside doorway as their students walk down the hallway.
- When the recess bell rings, the students are expected to line up promptly. If students are continually having issues lining up, the recess teacher may time the time lost and that amount of time will be taken from their recess the following day. This can be a consequence for individuals instead of whole groups if that is warranted.
- There may be a grace period for kindergartners and/or new students to our school that will allow them time to learn our expectations before the consequences will strictly apply.

## **Classroom Guidelines – HOWE SCHOOL DISCIPLINE**

<b>FIRST WARNING</b>	<b>NAME ON BOARD</b> - simply as a reminder to think about/and follow the school rules.
<b>SECOND WARNING</b>	<b>LOSS OF PRIVILEGE</b> - is effective because it takes from the child "something" or an activity he/she values. It must be something he/she truly misses and enjoys, and he/she must earn back the privilege of having it again.  <b>OR (WHICH EVER IS APPROPRIATE FOR THE SITUATION) MAKING AMENDS</b> - for misbehavior – restoring to its original place or condition objects that may have been thrown, damaged, or destroyed -- helps the child to realize that such actions, frequently the result of temper tantrums, are unacceptable and will not be tolerated.
<b>THIRD WARNING</b>	<b>ISOLATION</b> - has an immediate calming effect: It may be used to separate two or more antagonists for a "cool down" period. It gives the offender time to consider what he/she has done and that they must be responsible for their actions.
<b>FOURTH WARNING</b>	<b>CONFERENCE WITH STUDENT/PRINCIPAL AND CLASSROOM TEACHER</b> - When serious or persistent problems arise, the parent will be notified by phone and if necessary asked to come to the school for a conference.

### **Discipline Policy:**

1. The classroom teacher is the administrator of classroom discipline and record keeper of discipline of the reports from the adult supervisors listed in 2, 3 and 4 below.
2. The playground supervisors/teachers are the administrators of playground discipline and will report to the classroom teacher if warnings should be issued.
3. Specials teachers (art, music, library, physical education, etc.) are responsible for discipline within their classrooms but will report to the classroom teachers.
4. Hallway/restroom/bus line, etc. is the responsibility of all teachers/adult supervisors and reports will be given to the classroom teacher.

When serious or persistent problems arise, discipline will become the joint responsibility of the principal/teacher and the parent/guardian.

## **Student Appearance (Board Policy 502.1)**

Students are expected to adhere to standards of cleanliness and dress that are compatible with a good school environment. Those standards will be generally acceptable to the community as appropriate in a formal school setting.

The district expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and purpose intended. The following clothing or apparel is not allowed: products illegal for use by minors, obscene or demeaning material, profanity, or reference to subversion. Face painting, temporary tattoos on the face, and colored hair are discouraged. Students are not to wear chains or sunglasses during the school day.

It is expected that students' clothing will cover them from their shoulders to mid-thigh. Undergarments should not be visible.

Students who wear a hat or other head covering to school should remove them when entering the building unless special circumstances exist.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

## **Student Conduct (Board Policy 503.1)**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.



Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

### **Student Expectations**

The staff at Howe Elementary has a school-wide discipline process. At the beginning of the school year students and parents will receive a list of classroom expectations from the classroom teachers. These may vary, depending on the instructor and the classroom situation. Also included in these expectations will include appropriate behavior in the hallway, playground, lunchroom and restrooms. Please go over these expectations with your child/children.

These expectations will be reviewed through out the year as needed and may require parental support.

## **Procedures**

### **Animals in the Classroom**

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the classroom teacher or principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

### **Lost and Found**

Lost and found articles are placed on the cart in the gym hallway. Feel free to check for lost items any time you are in the building. Please label personal belongings.

### **Parties/Invitations**

Classroom parties are planned and organized by the classroom teachers. Whenever treats are brought, they should be distributed for everyone in the class. Check with the classroom teacher if there are any students who, for medical reasons, cannot have certain treats. Have a substitute treat available for that student or provide the type of treat that all students would be able to eat.

Invitations to parties outside of school are not to be distributed at school unless everyone in the class is included. Invitations to other students outside of your child's classroom should be sent through the mail or given to them outside of school. This spares hurt feelings of students who may not be included.

### **Personal Property at School**

Students are discouraged from bringing extra money, electronic devices, toys or other objects from home unless they have permission by the teacher. Roller blades, roller skates, scooters, skateboards, and shoe skates are not to be used on the playground. This is due to safety concerns both for the owner as well as the other children around them.

The school provides playground equipment. Do not send balls, bats, and other toys to school for recess. Items that are brought from home should be marked so they can be easily identified. The school does not assume responsibility for the loss or breakage of items brought from home.

### **Student Fundraising**

Students may raise funds for school-sponsored groups and the PTO with the prior written permission by the principal.

## **Student Photographs**

The board will permit student “portrait” photographs to be taken on school premises by a commercial photographer as a service to the students and their families. Parents will be notified prior to the taking of pictures by a commercial photographer for student “portraits”. In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.

## **Student Progress Reports and Conferences**

Parent/Teacher conferences are held on the first day of school instead of holding classes. Conferences will also be held at the end of the first and second trimester. Parents will be given instructions how to schedule a conference time by using the online scheduler.

Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a student’s progress.

The purpose of the scheduled conferences is to communicate information about the student and to make educational plans. Dates and times for the conferences will be sent to you. In order to make such conferences successful, we urge every parent to meet with their child’s teacher at the scheduled time. Written reports on pupil progress will be given at the close of each trimester.

# Safety

## Emergency Information

If your child is ill or has an accident at school, you will be notified. It is important that the emergency information be kept up to date. Parents should notify the school of any change in emergency information. Children will not be sent home until arrangements have been made.

## Emergency Plans and Drills (Board Policy 507.5)

Fire and tornado drills will be held twice each semester and all procedures are in printed form posted in each room. Directions will be given in the classroom, and when drills or alerts occur, students are to follow the posted rules and the staff member's directions. Emergency evacuation for any other reasons will be directed by the office and each staff member will be made aware of these procedures.

The Ogden Community School District has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school, should an emergency occur. Our main objective is to attend to the health and welfare of students in the event of a crisis.

In most emergencies students will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school building, that prohibits re-entry to the building (such as broken gas or water main, a fire or toxic spill), students will be accompanied to a pre-determined alternate site.

We ask that you follow this procedure if you hear of any school emergency:

1. TURN ON YOUR RADIO OR TELEVISION. We will keep the media informed of any emergency.
2. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These MUST be used to respond to the emergency.
3. PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get in the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

## **Dismissal Procedures in times of Emergency – Howe Elementary**

To keep you informed of Howe Elementary emergency plans, know that in the event of an emergency the following procedures are put in place:

1. If the emergency involves your child(ren) you will be contacted immediately. Therefore, it is of the utmost importance your child's emergency school information sheet is kept up to date and includes phone numbers of additional contacts in the event you cannot be immediately contacted in an emergency.
2. If the emergency does not involve your child(ren), staff has been instructed to respond to any inquiries of what is happening by assuring you your child is safe.

3. If the emergency conditions dictate that students are to remain in their classrooms for their safety and well being, students will not be released to parents until the principal or principal's designee makes a determination that students can be transferred safely to the office and dismissed from there.
4. Please remember that it is asked of visitors and guests coming to Howe to stop in the office and sign in at the front table when visiting school. This measure is to insure the safety and well-being of your child and be the least disruptive to the teacher and other students in your child's classroom in the event your child needs to leave school for an appointment or before the regular dismissal time.

These measures are meant to insure your child will be safe at school at all times. Your cooperation and trust in the people who have been placed at Howe is essential in assisting us in providing a safe and secure environment.

### **Leaving School Grounds**

Leaving the school building without permission from the principal or his designee during the school day is classified as truancy. Written permission or a telephone call must be received from the parent for students to leave the school grounds during the school day. We must adhere to this very closely for the safety of the children. The school reserves the right to involve local law enforcement authorities if the student leaves school property without permission.

### **Precaution Against Child Abduction**

Each year every teacher and parent should warn the children against getting into cars driven by strangers. Warn children against attempts to entice them with toys, candy or money. Advise children not to step close to a car if a stranger stops and speaks to them. If children are accosted on the way home, tell them to inform their parents or the school. Accurate observation of car licenses, color, make, year, and model of cars is invaluable in identifying offenders.

## **Weapons (Board Policy 502.6)**

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Refer to Policy Title: Weapons Code no. 502.6

## School Board Policies

For a complete list of Ogden School Board Policies, please refer to the Ogden website at [ogdenschools.org](http://ogdenschools.org). Board Policies are subject to change.

### Abuse of Students by School District Employees (Board Policy 402.3)

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

Level I Investigator	Samantha Sperling 515-275-4034 Tammy Wirtz 515-275-4266
Level I Alternate	Dave Neubauer 515-275-4716
Level II Investigator	Boone Co. Sheriff's office 515-433-0524

### Annual Notice (Board Policy 506.1.e.9)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by the student's first day of school to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, STUDENT ID NUMBER, USER ID OR OTHER UNIQUE PERSONAL IDENTIFIER, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Even though (choose the applicable words - names, student addresses and telephone numbers) are not considered directory information, military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Ave., SW, Washington, DC, 20202-4605.



The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

### **Anti-Bullying/Harassment Policy (Board Policy 104)**

The Ogden Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

#### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - 1) Places the student in reasonable fear of harm to the student’s person or property.
  - 2) Has a substantial detrimental effect on the student’s physical or mental health.
  - 3) Has the effect of substantially interfering with a student’s academic performance.
  - 4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Additional information can be found in the following Board Policies:

104.e.1 [Anti-Bullying-Harassment Complaint Form](#)

104.e.2 [Witness Disclosure Form](#)

104.e.3 [Anti-Bullying –Harassment Disposition Complaint Form](#)

104.r.1 [Anti-Bullying Investigation Procedures](#)

### **Corporal Punishment (Board Policy 503.5)**

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - To quell a disturbance or prevent an act that threatens physical harm to any person.
  - To obtain possession of a weapon or other dangerous object within a pupil's control.
  - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
  - For the protection of property as provided for in IOWA CODE section 704.4 or 704.5.
  - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
  - To protect a student from the self-infliction of harm.
  - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

- 1) The size and physical, mental, and psychological condition of the student;
- 2) The nature of the student's behavior or misconduct provoking the use of physical force;
- 3) The instrumentality used in applying the physical force;
- 4) The extent and nature of resulting injury to the student, if any;
- 5) The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

### **Custody and Parental Rights (Board Policy 507.7)**

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

### **Distribution of Materials (Board Policy 903.5)**

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

### **Dual Enrollment (Board Policy 604.7)**

The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district in accordance with state law and policy. The student is considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the board secretary no later than September 15 of the school year in which dual enrollment is sought on forms provided by the school district. On the form, they will indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available at the central administration office.

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules of the school district will apply to the dual enrollment students in the same manner as the other students enrolled the school district. These policies and administrative rules will include, but not be limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of applicable fees.

A dual enrollment student whose parent, guardian, or custodian has chosen standardized testing as the form of the student's annual assessment will not be responsible for the cost of the test or the administration of the test.

After the student notifies the school district which activities in which they wish to participate, the school district will provide information regarding the specific programs.

The applicable legal requirements for dual enrollment including, but not limited to those related to reporting and eligibility, shall be followed. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

## **Equal Education Opportunity (Board Policy 102)**

It is the policy of the Ogden Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Jennifer Peter, Ogden High School, 732 W. Division St., Ogden, IA 50212, 515-275-4034, <mailto:jennifer.peter@ogden.k12.ia.us>.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

## **Equal Education Opportunity (Board Policy 102.e.1)**

The Ogden Community School District offers career and technical programs in the following areas of study:

Heavy Industrial Equipment; Business; Agriculture (Boone); Hospitality, Tourism & Management

It is the policy of the Ogden Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Jennifer Peter, Ogden High School, 732 W. Division St., Ogden, IA 50212, 515-275-4034, [jennifer.peter@ogden.k12.ia.us](mailto:jennifer.peter@ogden.k12.ia.us)."

## **Grievance Procedure (Board Policy 102.r.1)**

It is the policy of the Ogden Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Jennifer Peter, Ogden High School, 732 W. Division St., Ogden, IA 50212, 515-275-4034, <mailto:jennifer.peter@ogden.k12.ia.us>.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

## **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

## **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

## **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

### **Fines-Fees-Charges (Board Policy 503.3)**

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent will inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Additional information can be found in Board Policy [503.3R1 Student Fee Waiver and Reduction Procedures](#)

### **Homeless Children and Youth (Board Policy 501.16)**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Middle School Principal.

Definition: "Homeless children and youth" means individuals from age 3 through age 21 who lack a fixed, regular, and adequate nighttime residence.

Liaison: The Superintendent shall serve as the District's liaison for homeless children and youth.

### **Interviews of Students by Outside Agencies (Board Policy 502.9)**

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

### **Multi-Cultural/Gender Equitable Education (Board Policy 603.4)**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability. The education program is free of discrimination and provides equal opportunity for the students.

The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

### **Open Enrollment (Board Policies 501.14, 501.15)**

Iowa's Open Enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1<sup>st</sup> of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

Additional information can be found in Board Policies:

[501.14 Open Enrollment Transfers – Procedures as a Sending District](#)

[501.15 Open Enrollment Transfers – Procedures as a Receiving District](#)



### **Search and Seizure (Board Policy 502.8)**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

### **Section 504 and Parental Rights (Board Policy 102.e3)**

The Ogden Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Ogden Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Jennifer Peter, Ogden High School, 732 W. Division St., Ogden, IA 50212, 515-275-4034, [jennifer.peter@ogden.k12.ia.us](mailto:jennifer.peter@ogden.k12.ia.us)

### **Smoking-Drinking-Drugs (Board Policy 502.7)**

Students/Parents on school property or any activities sponsored by the school are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco and nicotine products, or look-a-like substances. Violation of this rule will result in discipline action, which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

Additional information can be found in [Board Policy 502.7](#)

### **Student Complaints and Grievances (Board Policy 502.4)**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

### **Student Directory Information (Board Policy 506.2)**

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, student ID number, user ID or other unique personal identifier, photograph and other likeness, and other similar information. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

### **Student Records Access (Board Policy 506.1)**

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

Additional information can be found in [Board Policy 506.1](#)

### **Student Transfers Out or Withdrawals (Board Policy 501.7)**

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they should notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice should state the student's final day of attendance. If the student is not enrolling in another school district, the school district will maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents must notify the principal in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents the records have been sent. The notice will inform the parents of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents will notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

# **School Day**

## **Arrival to the School**

Students that arrive to school before 7:50 a.m. are not supervised. Busses arrive between 7:50 and 8:10 a.m. A student may enter into the building to go to the lunchroom for breakfast at 7:50 a.m. All other students will remain outside until a staff member begins walk and talk at approximately 8:00 a.m.

Students arriving between 8:00 – 8:10 go directly to the designated area OR to the lunchroom for breakfast. When buses arrive before 8:10, students go directly to the designated area.

Students are dismissed to their classrooms at 8:10. Bus students are not considered tardy if the buses are late or if their bus was late or if they are eating breakfast as a result of late buses.

Parents are asked not to drop off students before 8:00 a.m. unless there have been arrangements made with your child's teacher. Students who walk should not arrive before 8:00 a.m. unless the student is eating breakfast at 7:50. Parents who wish to wait with their child may do so in a designated area.

We ask that parents do not walk their child to the student's classroom prior to 8:10. This is a time staff is using to plan for the day. If it is necessary to conference with a staff member please make arrangements with that staff member in advance.

## **End of the School Day**

Students are to leave the school grounds after school is dismissed. If problems occur between students on the way to school or the way home from school, the principal may become involved.

## **Leaving the School Grounds (Board Policy 501.10)**

Leaving the school building without permission from the principal or his designee during the school day is classified as truancy. Written permission or a telephone call must be received from the parent for students to leave the school grounds during the school day. We must adhere to this very closely for the safety of the children. The school reserves the right to involve local law enforcement authorities if the student leaves school property without permission.

## Playground

The playground is used for recess times and physical education classes. The recess time is a scheduled time for students to relax, visit and play with friends from another class or grade, get some physical exercise and have fun.

The school provides playground equipment. Do not send balls, bats, and other toys to school for recess. Items that are brought from home should be marked so they can be easily identified. The school does not assume responsibility for the loss or breakage of items brought from home.

Roller blades, roller skates, scooters, skateboards, and shoe skates are not to be used on the playground. This is due to safety concerns both for the owner as well as the other children around them.

In order to keep our building as clean as possible -- it is important that students have boots for the recess periods when it is wet, muddy or snowy outside. A nice clean school enhances the learning environment. Our custodian does a fine job of maintaining the building. Please encourage your student to help. Please label coats, hats, boots and P.E. shoes.

Students on the playground will have adult supervision. There are basic rules that need to be followed on the playground for the safety for of all children. These rules are:

- 1) Keep your hands and feet to yourself.
- 2) Use appropriate language.
- 3) Always participate in a playful manner, not a mean or hateful way.

Please go over these rules with your child/children.

**Inappropriate behavior/language or failure to follow established and posted playground rules may result in a student being removed from the activity and sitting on the "time out" bench and/or removal from the playground for a specified period of time. The Standards for Student Behavior at Howe Elementary School will be used for more serious infractions.**

## Recess

Our school guideline is to have outdoor recess when the feels-like temperature is at or above 15°. Appropriate attire is recommended. Students will go outside unless the school receives parental notification that your child needs to remain inside due to illness.

All students are expected to participate in outdoor recess activities. A child who is too sick to go out at recess is most likely too sick to be in school. If a student's parent requests to stay in from recess, the principal may request a note from the family physician.

A teacher may keep a child in for recess as loss of privilege, or in order to complete work.

## School Day

Please teach/encourage promptness by seeing that your child is at school at the proper time and whenever health permits. Habits are formed at the elementary level for attendance and promptness and we consider this a life skill that is important. Please discuss the routine school day with your student.

Below are guidelines for you:

**Students School Day**  
8:20 a.m.-3:20 p.m.

**Teacher School Day**  
7:50 – 3:50

**Principal/Office**  
7:30-4:00

Please note that we ring the *get ready bell* at 3:15 for teachers to prepare the students for dismissal. When the buses all arrive, at 3:20, the next bell rings so that bus students can be dismissed. For this reason we do not dismiss walkers until all buses have pulled out of the horseshoe. At 3:25 we ring the bell to dismiss walkers. **Please note that these times may vary. Our priority is the safety of each student.**

## Three Day Schedule

Howe Elementary School will operate on a three-day schedule. Our days are known as Day 1, Day 2, and Day 3 for library, music, and PE. Through this system, whenever days of school are dismissed because of inclement weather or holidays, the students do not miss their special subjects because the number days move to the next day school is in session.

## Town / Walking Students

Students arriving between 8:00 – 8:10 go directly to the designated area OR to the lunchroom for breakfast. Parents/guardians will be notified if a student comes too early on a regular basis.

Students riding buses from the middle school or high school to Howe in the mornings will be instructed as to which bus to ride from school year to school year.

## Visitors to School District Buildings and Sites (903.3)

Howe Elementary School is open to all adult visitors. We ask that you check in at the office upon your arrival. We encourage classroom visitation except for the beginning and closing two weeks of school, Iowa Assessment testing week or any day proceeding a vacation period. In order that our visit might be more informative, you might wish to contact your child's teachers or the office to determine the day's activities. Out-of-town school-age children are not allowed to visit Ogden schools unless arrangements are made in advance with the principal.

## **Student Health**

### **Administering Medications Forms**

All medication administration forms can be downloaded from the Ogden School website at [www.ogdenschools.org](http://www.ogdenschools.org).

### **Administration of Medication to Students (Board Policy 507.2)**

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or to be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.



## **Medications at School Guidelines:**

1. For prescription and over the counter medications, a parental signature on a medication permission slip, which requests and authorizes school personnel to administer the medication, shall be on file at the school.
2. Medications that are sent to school in Tupperware containers, baggies or anything other than the original container **WILL NOT** be given at school.
3. Medications that are to be given three times a day such as antibiotics **WILL NOT** be given at school unless directions specify need to be given with meals. This does not apply to medications given for behavior.
4. For medications given on a daily basis – the empty bottle will be sent home with your child when there are approximately three days of medication left. Please refill the bottle and return it in a timely manner to the nurse's office so that your child is not without their medication.
5. Daily medications for students at the elementary building will be brought to them in their classrooms at the designated time. It is the responsibility of the students at the high school and middle school to request his/her medication at the appropriate time by coming to the nurse's office.
6. Extra medication permission slips are available in the nurse's office at all three buildings. It is advisable to have a few extra slips at home so that if you need to send medication to school for your child you can have the permission slip ahead of time.
7. Final determination as to whether or not any medication will be administered by school personnel rests with the school's administration.

## **Self Administration of Medication (Board Policy 507.2)**

Medications shall not be kept on students or in their personal belongings unless the District nurse gives advance approval. Students shall not self-administer medications at school, unless approved in advance by the District nurse with written consent of the parent or guardian and the doctor signing the Authorization-Asthma or Airway Constricting Medication Self-Administration Consent Form. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician without having to first demonstrate competency in self-administration.

## Student Illness or Injury at School

In the event of a serious accident or illness at school, the parents are called, or if necessary, the emergency number is called. This emergency information must include parent's work numbers and the number of a neighbor/relative who could be in charge of your child and his/her needs when the parent cannot be reached. Please be sure that the neighbor or relative is aware that you have given their number as an emergency contact.

\*At any point during the school year this information changes, notify the school office so our records are updated.

### Illness

Your child is too ill to go to school if he or she has any of the following symptoms.

- \*Seems **very** tired and needs bed rest (this is common with flu symptoms).
- \*Has vomiting or diarrhea in the last 24 hours.
- \*Becomes short of breath or has an increase in wheezing during normal activity.
- \*Has a cough that interrupts his/her normal activity.
- \*Has a temperature above 100° F.
- \*Has pain from earache, headache, sore throat or recent injury.
- \*Has yellow or green drainage from nose or eye(s).
- \*Breaks out in a rash.

### Fever

Your child should not go to school if his/her temperature is above 100° F. He/she may return to school 24 hours after his/her temperature is below 100° F and he/she is feeling better.

### Contagious Disease

A contagious disease is one that can be spread by close contact with a person or object. Examples of contagious diseases are: **chickenpox, the flu with vomiting or diarrhea, colds, "runny nose", strep throat and "pink eye"**. A disease is most often contagious **24 hours before the child shows any signs of illness**. It is very hard to prevent the spread of some germs, especially in a school classroom. Good hand washing will help prevent the spread of germs.

Your child should stay home from school if he has a contagious disease to keep from spreading it to others.

- If your child has chickenpox or strep throat, ask your doctor when he/she may return to school. Generally, children who have active chickenpox should not return to school until all the lesions are dried and crusted. Children with strep throat should be on antibiotics for 24 hours and have no fever before returning to school.
- When your child has been free of fever for 24 hours (without fever-reducing medicine such as acetaminophen), feeling better, and has no other symptoms, he/she may return to school.
- If an antibiotic medicine is prescribed for your child, be sure he has taken the medication for at least 24 hours before returning to school. **Remember:** The antibiotic medicine should be taken as prescribed until it is **all** gone, even after the symptoms disappear.
- If your child is not able to go outside for recess, then they are probably not well enough to be at school.
- Ask your doctor when you are not sure about keeping your child home.

## **Student Health Services**

The Ogden School District has a School Nurse on duty daily. The nurse is on call to all three buildings at any time during the day as the need arises.

Minor cuts, scrapes, and injuries will be treated with first aid methods. Students with more serious injuries will receive first aid and their parents/guardians will be notified. When children become ill during the day they will be asked to see the nurse, have their temperature taken and discuss the symptoms. If necessary, at this time the parent/guardian will be called. A written record is kept of all children seen by the nurse.

Additional information can be found in [Board Policy 607.2 Student Health Services](#)

## **Student Services**

### **Alternative Programs (604)**

The district offers a variety of programs to meet the needs of students. The district offers special education services, gifted and talented program, Title I programs, and at-risk services. If any parent believes their child is in need of special assistance, they should contact the building principal as soon as possible to discuss the child's needs and the programs available to them.

### **Building Assistance Team (BAT)**

A team of teachers is established to investigate learning problems of students when identified by teachers and/or administrators. This team will work with teachers, students, and parents to improve the learning experiences for the student.

### **Heartland Area Education Agency Services**

**Speech and Language Services:** Speech services are available for those who require assistance in developing adequate communicating skills.

**Psychological Services:** The Heartland Area Education Agency provides the services of a trained psychologist who is available for examination of students in need of such services. The psychologist sees students upon recommendation of the teacher with the approval of the principal and the parents. Full and complete reports of the findings of the psychologist are made available to the parents upon request.

**Hearing Testing:** Kindergarten through fourth grade students hearing will be checked by an audiologist from the Heartland Area Education Agency. Students who do not pass this screening will receive a repeat screening and may receive individual hearing tests by the audiologist and consultation with school personnel. Parents will be notified about the results of the hearing test if their child does not pass the test. This is a screening process only, and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist.

If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist this year, please notify the school. If there are any questions about the hearing testing program in your school, please contact your school nurse for the audiologist.

**School Social Worker:** Services are available through Heartland Education Agency upon request.

### **Student Guidance and Counseling Program (607.1)**

The goal of elementary guidance is to assist all children in developing an awareness of their strengths and weaknesses, interests, needs, similarities and uniqueness. All children have the right to assistance in the development of their full potential. Although it is recognized that some children will need special assistance at time of crisis, the focus of elementary guidance is on the preventive rather than the remedial. Self-direction is the ultimate goal of guidance.

# Technology

## Internet Access

Students will have limited access to the Internet. Internet access will be under the direction of the classroom teacher for educational purposes.

## Internet- Appropriate (Board Policy 605.6)

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors.

The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors. The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response.

Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and
  - in chat rooms; and
  - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations

### **Internet Access Permission Letter to Parents (Board Policy 605.6.e.1)**

The District encourages the appropriate use of technology-based tools and information resources by students. These resources include District-provided computers, productivity software tools, instructional software, networks, electronic media and telecommunications tools, such as access to Internet resources. These District-provided resources and tools are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the District's educational mission and policies, as well as state and federal laws and regulations.

Access to District networks and electronic information resources is a privilege and not a right and will be provided for the student as is appropriate to the school building and grade level.

Students may be given access to Internet resources external to the District without specific parent/guardian permission. Access to telecommunications resources external to the District enables students to explore libraries, databases and references throughout the world. Access to the instructional software and productivity tools allows students to integrate the use of technology into their learning processes. These internet research activities provide the capability to access publicly available file repositories throughout the world, which opens classrooms to electronic information resources that have not necessarily been screened by educators for use by students of various ages. Parents and guardians have an important role in setting and conveying the standards that their student should follow when using media and information resources. Questions from parents/guardians concerning technology use by students should be directed to the building administrator.

The following guidelines will be followed when students use District telecommunication tools, networks, software, computers and other technology resources.

1. Students will use the technology equipment and resources under the supervision of District staff during school hours.
2. The use of these resources will be consistent with the District educational mission, policies, and building handbooks, as well as state and federal laws and regulations.
3. Use of these resources is a privilege that requires a high level of personal responsibility to act in a considerate and responsible manner.
4. Students will not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
5. Students will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, national origin, religion or disability.
6. Students will not use District technology resources to harass, insult, attack or threaten harm or embarrassment to others.
7. Students will respect the property and privacy of others, including their electronic storage areas.
8. Students will not access or attempt to access another individual's materials, information or files without permission.
9. Students will keep their network account access privileges private and secured with appropriate passwords as appropriate for the student's age and school guidelines. Students will not engage in the unauthorized use of another's individual password. Any violation or attempted violation of security systems will be treated as a serious disciplinary offense.
10. Students will make every effort to protect District equipment from physical and electronic damage. Users will not vandalize technology equipment. Vandalizing, in this context, is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing or transmitting viruses and other destructive programs.
11. Students will not intentionally waste limited resources, including unauthorized uploading or downloading of material from the internet, and to print only when given permission by staff.
12. Student users may be given access to a District-provided e-mail account. Appropriate and respectful language will be used in electronic mail and other electronic communications.
13. Student users should protect themselves by not revealing personal information such as full name, phone numbers, and home addresses to Internet sites.
14. District resources will not be used for personal or commercial purposes without prior approval of the building administrator.
15. Personal network devices may, in some situations, be allowed to connect to the District network and devices. All requests for connecting personally owned devices of any nature to District equipment and networks need the prior approval of the building administrator or the Technology Coordinator. The contents of personal devices may be inspected by District personnel on request and in accordance with this policy.
16. Users will not seek to gain unauthorized access to information resources or other computing devices or entities.
17. Users will not use the system to communicate, submit, publish or display inaccurate information, rumors, disparaging portrayals or any other information that is known to be false or misleading.

18. Permission to Use Internet – Annually, parents will grant permission for their student to use the Internet using the prescribed form.

The District makes no warranties of any kind, whether expressed or implied, for the access it is providing. The District is not responsible for any damages suffered by students or by third parties. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The District cannot be responsible for the accuracy or quality of information obtained through the Internet.

Students and their parents or guardians will hold the District harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

If a student accesses, whether accidentally or intentionally, any fee-based telecommunications service or if a student incurs other types of costs, the student will be responsible for paying those costs. The individual in whose name a system account is issued is responsible at all times for its proper use and payment of all charges incurred for use of telecommunications and internet reference services that impose fees or other charges for their use. Transmission of material, information, or software in violation of any law, board policy, or regulations is prohibited. The District reserves the right, as further outlined below, to inspect all files on District owned computers, media and servers and on personal devices that the user has asked to attach to District owned equipment or networks.

Any statement of personal belief found on the computer network or Internet or other telecommunications system is implicitly understood to be representative of the author's individual point of view, and not that of the Ogden Community School District, its administrators, teachers or staff.

#### System Monitoring

The District unconditionally reserves the right to monitor and examine all files and activity on District computer and network systems. The District technology directors or their designee may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. In addition, the directors/designee may inspect the contents of electronic mail sent by a student to an identified address and may disclose the contents to others when required to do so by law or policies of the District, or to investigate complaints regarding electronic mail that is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The building administrator will determine what is inappropriate use according to the guidelines listed and age and grade of the student. The determination may be appealed to the Superintendent/designee. The directors/designee may close an account at any time as required to protect District systems or as a proportional consequence of inappropriate activity. The administration, faculty and staff of the Ogden Community School District may ask the Board of Education to deny, revoke or suspend specific user accounts.



### Sanctions

Communication over networks should not be considered to be private or secure. Messages may be diverted accidentally to another or unintentional destination. In the event of student misuse of District equipment or resources, whether accidentally or intentionally, the District may suspend or revoke a system user's privilege of access to the District's computers and network. Failure to abide by District policy and applicable laws governing use of these resources may result in the suspension and/or revocation of access to these resources. A student is expected to provide full cooperation to District administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the District's technology resources.

The District reserves the right to charge a student for physical damages or for electronic damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage to these technology resources by the student.

Prior to disciplinary action or as soon as practical, the building administrator/designee will inform the student of the suspected violation and give the student an opportunity to present an explanation. The District may take disciplinary action up to and including expulsion and/or appropriate legal action upon any violation of District policy, administrative regulation and/or state or federal law. When applicable, law enforcement or other agencies may be involved. The District will cooperate with any investigation conducted by any official or agency concerning or related to misuse of the District's technology resources. The District Director of Technology, with the assistance of District administrators, is responsible for disseminating and interpreting District policy and administrative regulations governing the use of the District's systems, establishing storage allocations and restrictions and file retention policies.

## Internet Access Permission Form

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name\_\_\_\_\_ Grade\_\_\_\_\_ Date\_\_\_\_\_

If you have granted your child Internet access, please respond to the following:

\_\_\_\_\_ We have read the expected network etiquette and agree to abide by these provisions. We understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

\_\_\_\_\_ We agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

\_\_\_\_\_  
(Parent or guardian's signature)

The Ogden Community School District offers career and technical programs in the following areas of study:  
Heavy Industrial Equipment; Business; Agriculture (Boone); Hospitality, Tourism & Management

It is the policy of the Ogden Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Jennifer Peter, Ogden High School, 732 W. Division St., Ogden, IA 50212, 515-275-4034, [jennifer.peter@ogden.k12.ia.us](mailto:jennifer.peter@ogden.k12.ia.us).

## Internet-Appropriate Use Regulation (Board Policy 605.6.e.2)

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

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

Students who access restricted items on the Internet are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

\_\_\_\_\_First Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher. A second offense will result in the student losing Internet access for a period to be determined by administration.

\_\_\_\_\_Second Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a second time. As a consequence of this violation the above student has lost Internet access for a period to be determined by administration.

\_\_\_\_\_Third Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for a period to be determined by administration.

## **Transportation**

For all questions and answers concerning transportation, call the Director of Transportation at (515) 275-2058.

### **Scooters, Bicycles, Skateboards, Roller Blades, and Heelies**

It is recommended that students below grade two do not ride bicycles or scooters to school because of concerns for their safety. When bicycles or scooters are ridden to school, to avoid accidents, they must be walked onto and off the school grounds. Those that do not follow this rule may lose bicycle or scooter privileges. Skateboards, roller blades, and heelies are not to be used on school grounds during school hours.

### **Student School Transportation Eligibility (Board Policy 711.1)**

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

### **Student Conduct on School Transportation (Board Policy 711.2)**

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

For inappropriate conduct, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

It is the responsibility of the superintendent, in conjunction with the building principal and transportation director, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

### **Transporting Students in Private Vehicles (Board Policy 904.1)**

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval and who ride in private vehicles for school purposes. This applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center.

# Weather

## Emergency School Cancellation or Delay

Should inclement weather or any other emergency situation occur which would result in the closing of school, area radio and television stations will make announcements. Please have plans made for what your child would do in the event school is dismissed early. Please review those plans periodically with your child. Please notify the office of any changes in the emergency information you provided to us at registration: address, phone numbers, contact persons, day care provider, etc.

<b>Dress students for the weather, or be prepared with extra clothing in the school bag. STUDENTS MUST HAVE BOOTS DURING WET/SNOWY/MUDDY WEATHER</b>
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## School Closing Procedures for Inclement Weather

**\*\*\*We encourage you to sign up for Mobile School Alerts on the district's website.**

Every effort will be made to have school-closing notices on the radio and television stations as early as possible due to bad weather and road conditions. If it becomes necessary to close the schools earlier than normal, the same radio/television stations will be contacted. Announcements will be carried by:

KWBG Radio	Boone	1590 on the AM dial
WOI-TV	Ames/Des Moines	Television Channel 5
KCCI-TV	Des Moines	Television Channel 8
WHO-TV	Des Moines	Television Channel 13

Notices will also be broadcast on official school social media sites.

The following is a list of responsibilities of the school, parents and pupils.

### **School Responsibilities**

1. Keep posted on weather developments and make decision on an early school dismissal.
2. Notify radio/television stations of early dismissal. (KWBG, WHO, KDLS, KWMT, WOI-TV and KCCI-TV).
3. Arrange for buses to take bus pupils home.
4. Assist pupils in any way to get on the right bus.
5. All teachers should make notations of any changes in plans of children under their jurisdiction that they know about.
6. Someone will remain in the building's office until all buses have returned from their routes or are accounted for.

### **Parent Responsibilities**

1. Be aware of changes in the weather and possibility of an early school dismissal.
2. When there is a possibility of school closing or an early school dismissal, listen to radio stations KWBG, WHO, KDLS, KWMT or WOI-TV or KCCI-TV stations for announcement of school closing or the time of such dismissal.
3. Discuss with your children what they are to do if school is dismissed early and you are not home.
4. Be ready to assist your bus driver, your children and your neighbor's children in any way that you can, to see that all pupils arrive home safely. A plan where parents call ahead to the next stop that the bus is on its way, will help keep track of the bus's location and assist in getting any needed help at the earliest possible time.

### **Student Responsibilities**

1. Be sure to discuss with your parents a plan of what you are to do in the event school is dismissed early.
2. Notify your teacher or principal that if your parents' approved plan is to go home with someone else.
3. Go straight home and check in with your parents.
4. Observe all rules for safe pedestrian and vehicle traffic.

In instances where school is called off at mid-day or not held and the weather clears later, we may attempt to play a scheduled activity. If this happens, ample radio coverage will advertise this.

The safety of children will be our number one concern and decisions will be based on their welfare. Anytime you feel you would be more comfortable or could get your children home more quickly or safely when school is called off, please feel free to come to their building and pick them up. If you feel that we are operating school when you do not want your children in the buses, please keep them home.

If during the course of the day, road conditions in your area become poor, please call the Superintendent's Office (515-275-2894) and advise us of the problem.

As the winter months approach, make sure your children dress warmly. Temperatures in the building will vary from 68-72 degrees in an effort to hold the cost of energy. (Middle School and Elementary School – 72 degrees, High School – 68 degrees.)

It is important that you have a family emergency plan for immediate dismissals. An "Emergency Dismissal Plan" is written down and signed by the parents at registration. When the student is in doubt, or does not have a note they will be directed to do according to the written permission that you give at registration. We do not want to deliver a child to an empty or locked house.



## Guidelines for Elementary Classroom Placements

### Criteria for Classroom Placements - Grades K-4

- Students' ability and instructional time requirements.
- Recommendation from classroom teachers and counselor with regard to matching learning style student with teaching style of instructor.
- Boy/girl ratio, even classroom numbers.
- Consideration given to potential and known personality conflicts between students.
- Parental input and recommendations (specific classroom requests must include a minimum of two possible classroom placements).
- Input and recommendation from parents must be in writing and turned into the building principal no later than May 1, (of current school year). Recommendations will not be accepted after the May 1 deadline.
- All parent requests will be strongly considered and every attempt will be made to honor each request but no guarantees will be made that the request will be fulfilled. However, one parent request during the student's elementary school years will be honored. The final decision on all placements rests with the principal.

Parents are cautioned not to request placement or non-placement strictly on what they may have heard about a teacher from other parents. Just as each child is unique, so is each teacher. An experience that other parents may have had may be totally different from what your child could have with the same teacher.

Parents should understand that teacher assignments may be changed and that a requested teacher may not be available.

A written request, or lack of a written request, will have no effect on the care given to each child's placement.

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### **Request for Placement Form (Due May 1, of current school year)**

Name of Student \_\_\_\_\_

Current Grade \_\_\_\_\_.

Parent Name \_\_\_\_\_

Teacher Being Requested for \_\_\_\_ Grade

1. \_\_\_\_\_ 2. \_\_\_\_\_

Reason for Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date