

Oskaloosa Middle School



Student & Parent Handbook

2018-19

VISION STATEMENT

The vision of the Oskaloosa Community Schools is to believe, achieve, and create with pride.

MISSION STATEMENT

Engaging all students to embrace the power of learning.

Table of Contents

Philosophy	1
Purpose	1
Equal Education/Employee Opportunities	2
Rights & Responsibilities	2
Student	2
Parent	3
Teacher	3-4
Administrator	4
Attendance	4
Board Policy: Compulsory	
Age Attendance	5
Excessive Absences	7
District Wide Attendance	
Codes	8
Procedure When Absent	9
Make-Up Work	9
Excused Absences	9-10
Verified Absences	10
Truancy	10
Unexcused Absences	10
Appeals	10
Arrival	11
Schedules (7 th /8 th Grade)	12-18
Schedule (6 th Grade)	19

Permission to Leave	19
Dismissal	20
Emergency Dismissal	20
Tardies	20-21
Visitors	21
Telephone	21
Personal Electronic Devices	22
Board Policy 503.1: Student Conduct	22-24
Board Policy 903.4: Public Conduct	25-26
Discipline Expectations	26-28
Areas Where Apply	27
General Policies	27-28
Specific Discipline Policy & Consequences	28-31
Tobacco	28
Insubordination	28
Criminal Actions	28-29
Harassment/Bullying	29
Controlled Substances	29-30
Loitering	30
Forgery	30
Physical Force as Restraint	30-31
Building Expectations	31-37
Dress Code	31-32
Hallway	33
Classroom	33
Lunchroom	34
Lunchroom Payment	34-35
Lockers	35-36
Searches & Inspections	36-37
Consequences	37-39
Detention	37-38
Class Removal	38
In-school Suspension	38-39
Out of School Suspension	39
School Extension	39
Expulsion	39
Grievance Procedure	40
Section 504	40

Non-Discrimination Policy	41-42
Board Policy 104	
Anti-Bullying/Harassment	42-45
Investigation Procedures	45-47
Homeless Child or Youth	47
Health	47-48
Assessment	47
Screening	47-48
Counseling	48
Medication	48
Communicable Disease	48
Chronic Problems	48
Record Keeping	48
Evaluation	48
Late Start/Early Dismissal/	
Cancellations	49
Radio/TV Broadcasts	49
Crisis/Emergency Plans	49-50
Tornado Procedure	49
Fire Procedure	49
Lockdown/A.L.I.C.E.	50
Transportation Procedures	50
Driving & Biking	51
Student Services	51-52
Release of Student Information	52-53
Student Agenda Planners	53
Promotion & Grading	53-54
Progress Reports &	
Report Cards	53
Promotion Policy	53-54
Awards	54
Activities	54-57
Eligibility	54-55
Activities Offered	56
Travel Release Forms	56
Food & Drink	56
Dances & Parties	56
Crowd Conduct	56-57

Good Conduct Code	57-60
Acceptable Use Policy for Internet	60-62
Family Educational Rights and Privacy Act (FERPA)	63-64
Protection of Pupil Rights Amendment (PPRA)	64-65
Area Education Agency	65

PHILOSOPHY

The Oskaloosa Middle School is committed to the philosophy of providing a quality education for all students. Programs will be developed and maintained to meet the educational needs of middle school students. A varied curriculum will be offered to improve student skills in core areas and electives, allowing students an opportunity to explore their full potential.

PURPOSE

The purpose of this handbook is to serve as a guide to assist students and parents in becoming familiar with the school and its procedures and functions. Your cooperation in carrying out these procedures will help bring about an enjoyable and successful year. The handbook cannot possibly cover all situations, which may occur during a school year. Students are expected to be responsible for those items presented. Students are expected to present themselves and behave in a safe, respectful, and responsible manner that displays growth, maturity, and citizenship.

It is the school's philosophy that the best discipline is self-discipline. The policies and procedures presented in this handbook are set up to promote the objective of self-discipline.

The school's rules and regulations extend to all school activities and school properties at both home and away activities, and are in effect for all students, regardless of age.

Teachers, counselors, school administrators and other school employees are here to be of service to you and your child. Please feel free to contact the school when you have concerns or questions at 641-673-8308.

The school administrators reserve the right to change, amend, or add such rules and regulations as deemed necessary to implement and carry out the intent of school policy to maintain the proper conduct and disciplinary control of its students for the good order, efficiency, management, and/or welfare of the school and its personnel.

EQUAL EDUCATION AND EMPLOYEE OPPORTUNITIES

It is the policy of the Oskaloosa 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 the district's Equity Coordinator, Andrew Hotek, Middle School Principal, 1704 N 3rd Street, Oskaloosa, Iowa 52577, 641-673-8308, hoteka@oskycsd.org

RIGHTS & RESPONSIBILITIES

Because education is more than formal schooling, the task of educating youth is the concern of all adults. Recognizing that education is the task of the entire community, faculty realizes their delegated responsibility for the orderly development and guidance of their students. They also recognize that the total school experience -- the teaching, counseling, and activity programs -- must deal with each student's abilities and needs.

The school, however, cannot and should not replace the home and parental responsibility. Therefore, parent concern and assistance are welcomed, with close cooperation between the school and the home benefiting the student. Parents should remain aware of their child's achievement and any problems the child may encounter.

A. SOME STUDENT RIGHTS & RESPONSIBILITIES

- Attending all classes, regularly and on time
- Being prepared for each class with appropriate materials and assignments
- Showing courtesy and respect towards others
- Being appropriately dressed and groomed
- Behaving in a responsible manner
- Paying required fines and fees, unless these are waived
- Refraining from violations of the Good Conduct Code
- Being familiar with Student Handbook Policy
- Obeying all school rules & policies, including safety rules
- Obey all directions and supervision of personnel, staff, and/or adult sponsor when at school, or while traveling to and from other schools or school-related functions
- Cooperating with District staff in investigation of disciplinary cases and volunteering known information relating to a serious offense

B. SOME PARENT RIGHTS & RESPONSIBILITIES

- Provide and maintain home, work, and emergency telephone numbers and other pertinent information so that parents may be reached
- Provide for the physical needs of the student
- Teach the student to listen to school personnel and obey school rules
- Be sure the student attends school regularly and on time; promptly report and explain absences and tardies to the school
- Encourage and lead the student to develop proper study habits at home
- Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare
- Keep informed about school policies and the academic requirements of school programs
- Be sure the student is appropriately dressed and groomed at school and school-related activities
- Attend school functions and organizations
- Discuss report cards and school assignments with students
- Bring to the attention of school authorities any learning problem or condition that may relate to the student's education
- Schedule the administration of student medication in an appropriate fashion
- Cooperate and communicate with school staff
- Discuss the school's discipline policy with your child
- Help your child understand the value of accepting individual differences
- Note any disturbing behaviors in your child and get help for your child by relating such information with trusted professionals in your child's school and/or community.

C. SOME TEACHER RIGHTS AND RESPONSIBILITIES

- Establish rapport and an effective working relationship with parents, students, and other staff members
- Be prepared to perform their teaching duties with appropriate preparation, assignments, resource materials, and evaluation
- Maintain a safe and orderly classroom atmosphere conducive to learning
- Meet the standards of teaching performance established by the District
- Teach students to develop and practice self-discipline
- Serve as appropriate role models for students, in accordance with the standards of the teaching profession
- Encourage good work habits that will lead to success in meeting personal goals
- Prepare and communicate teacher's expectations for classroom behavior and the consequences for failure to meet those expectations

- Impose disciplinary consequences necessary to protect students, school employees, or property and to maintain essential order using a careful assessment of the circumstances of each case

D. SOME ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

- Promote and facilitate a safe and positive school climate
- Promote effective training and discipline of all students
- Respond to discipline problems referred to them by teachers
- Encourage parent communication with the school
- Provide appropriate assistance to students in learning self-discipline
- Assume responsibility for instructional leadership, evaluation, and discipline
- Serve as appropriate role models for students on campus in accordance with the standards of the profession

ATTENDANCE

Regular attendance at school, just like attendance on the job, is an important ingredient of success. Regular attendance at school is essential for a student to obtain maximum opportunities from the educational program and to develop self-discipline and responsibility. It is the Parent/Guardian's responsibility to assure that their child is in attendance.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school and prepares students for adulthood.

Compulsory Age Attendance Policy:

NO. 501.3

The Oskaloosa Community School District is committed to ensuring that every reasonable attempt is made to secure the attendance in school of all children residing in the district, and particularly those of compulsory attendance age. To that end, the superintendent, in conjunction with the building principals, is directed to cooperate with the county attorney, officials of private schools in the district, and other relevant agencies, to enforce the state law of compulsory school attendance.

Children between the ages of six and sixteen, as of September 15, residing in the Oskaloosa Community School District, are required to enroll in and attend an Iowa accredited public or private school, or receiving competent private instruction pursuant to state law, Iowa Code # 299.1A. Children of compulsory attendance age who are enrolled in the Oskaloosa Community School District shall attend school for at least (174) days per school year, unless excused under the terms of the district's attendance policy, Iowa Code # 299.1.

TRUANCY

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day.

Truancy shall be defined as failure to attend school without excused reason, Iowa Code # 299.8. Excused absences are medically documented illness, medically documented appointments, funeral of family member, court appearances, school-sponsored activities, and other absences approved by the building principals, Iowa Code # 299.1. The truancy officer may, with the approval of the Board, refer to the County Attorney's office a student and his or her parent for violation of the compulsory attendance laws for excessive excused absences, Iowa Code # 299.5A.

If a child is truant from school, district officials shall make every reasonable attempt to secure the child's attendance, and document in writing all such efforts, Iowa Code # 299.5A. However, if a child of compulsory attendance age who is enrolled in the district is truant for more than (six) days per year, the truancy officer/building principal shall notify the County Attorney in writing, of the apparent violation of the compulsory attendance law by the child and the child's parent or guardian, Iowa Code # 299.11. In addition, the building principal may impose discipline on the truant child in accordance with the district's attendance policy, Iowa Code # 299.9.

TRUANCY

NO. 501.03 continued

The superintendent or designee shall cooperate with officials of accredited nonpublic schools in the district in enforcing the compulsory attendance law as to students enrolled in those schools, Iowa Code # 299.A.3. The superintendent or designee shall also notify the County Attorney if a child between the age of six and sixteen who is said to be receiving competent private instruction fails to make adequate progress as defined by Iowa Code # 299.A.6.

The superintendent or designee shall notify the nearest office of the Department of Transportation at any time a student over the compulsory attendance age drops out of school without enrolling elsewhere, Iowa Code # 299.1B.

CROSS REF.: 501 Student Attendance
503 Student Discipline
504 Student Activities
505 Student Records

LEGAL REF.: Iowa Code ## 294.4; 299 (2001).
281 I.A.C. 12.2 (4).

Approved: _____ Reviewed: _____ Revised: _____

Compulsory Age Attendance Policy Concerning Absence – Truancy – Tardiness

WHEN A STUDENT IS ABSENT EXCESSIVELY (U.S. Department of Education defines Chronic Absenteeism as 20% Absence, or 1 day in 5, absent from school).

These steps will be followed as shown, or as modified to accommodate individual situations as determined by and/or at the discretion of the student's building administrator (principal).

STEP 1. When the absences experienced by a student are determined to be excessive (as stated above), or are of such frequency that school staff is concerned that the success of the student is truly in jeopardy, a notice of "EXCESSIVE ABSENCE" shall be sent to the parent/guardian and attendance information regarding the student forwarded to the Building Attendance Representative (BAR).

STEP 1A. If the actions taken in step one do not resolve the issue of excessive absences by the subject student, the BAR will make personal contact with the student and the parent/guardian in a further attempt to resolve the issue of excessive absences. School progress (grades and absences) will be discussed as appropriate and as determined by the BAR.

STEP 1B. In the event that the two previous steps fail to resolve the issue of poor attendance, a written request for an "Administrative Attendance Hearing" (excessive absences) will be sent, and it will be held with the parent/guardian, counselor, principal, teacher(s) and BAR in attendance. The student's academic progress and attendance history will be reviewed and procedures established (and agreed to by the participants) to improve attendance and may include but not be limited to the following courses of action:

- a. Requiring doctor's excuse to confirm illness
- b. Confirmation of bereavement leave/absence
- c. Referral to the school counselor
- d. Referral to an outside agency
- e. Referral to the school liaison officer
- f. Assign detention
- g. Recommend retention in grade
- h. Referral to BAR
- i. Declare the student "Truant of Record."

STEP 2. WHEN A STUDENT IS TRUANT (Defined as Six (6) Unexcused Absences after failure to meet the required 174 days or 12 days unexcused and/ or, as stated by the U.S. Department of Education. Or the student is consider truly in jeopardy as outlined in Step 1, above) the school will refer the student to the Mahaska County Attorney for assistance in rectifying the attendance issue.

STEP 2A. If the County Attorney agrees that an attendance problem exists, he will issue a warning letter and a “Reasonable Parent Efforts Checklist” to assist both student and parent in their efforts to improve attendance.

STEP 3. If the BAR determines that the attendance problem still exists as shown in steps 1 and 2, and the student has reached 12 days of unexcused absences, the parent/guardian will be contacted for the last time by the school and informed that a referral for mediation through the County Attorney has been recommended.

STEP 4. Mediation hearing held with the Mahaska County Attorney’s office.

STEP 5. The school will conduct an ongoing follow-up to determine if the mediation was successful.

STEP 5A. If it is determined that attendance continues to be a problem and in violation of the mediation agreement, a referral to the County Attorney’s office or other appropriate agencies will be sent with a recommendation for immediate action.

These steps will be followed as shown, or as modified to accommodate individual situations as determined by and/or at the discretion of the student’s building administrator (principal).

**Oskaloosa Community Schools
District Wide Attendance Codes**

- E: Excused Absence** - “official slips” such as medically documented illness, medically documented appointment, funeral of family member, court appearances, school-sponsored activities, or other absences approved by building principals.
- V: Verified Absence** - parent provides written or verbal notification to the school of students absence
- T: Truant** - After 6 verified absences, any non-excused absence is a truancy.
- U: Unexcused:**
 - 1. Any student who skips any portion of the school day
 - 2. Student who sleeps in and is late to school

A. PROCEDURE

When a student is going to be absent, the school would like the parent or guardian to call the school (673-8308) before 10:00 a.m. In the event the school does not receive a phone call by 10:15 a.m., the school may attempt to justify the child's absence by phone or use of the truant officer (Oskaloosa Police Department).

Communication with school officials prior to a student's absence is encouraged. **Upon a student's return to school, a note or a phone call is required from the parent/guardian.** Students who fail to bring a written excuse or a phone call after their return to school will be coded as truant. Students will be issued an admit slip from the office. Two school days will be granted for make up of work for each day of absence.

B. MAKE-UP WORK

Students who are absent from classes for appointments, field trips, athletic contests, vacations, or any other reasons that they are aware of in advance, should seek information on missing work from their My Homework App account, which shall display all current missing assignments for the student.

STUDENTS ARE EXPECTED TO TAKE ANY TESTS AND/OR TURN IN ANY ASSIGNMENTS AFTER BEING ABSENT IF THEY WERE IN SCHOOL THE DAY THE TEST AND/OR ASSIGNMENT WAS ANNOUNCED TO THE CLASS. **Teachers may make exceptions.** Failure on the part of the student to make up the work assigned within the allotted time will result in the student receiving a "0" for a daily grade where the work was not turned in on time.

C. EXCUSED ABSENCES

It is the responsibility of the school to determine justifiable causes for absence and guidelines for management. Excused absences do not count towards minimum attendance under the Compulsory Age Attendance Policy (see above NO. 501.3) in accordance with Iowa Code #299.1.

1. The following will be accepted as reasons for Excused Absences:
 - a. Medically documented illness
 - b. Medically documented appointments
 - c. Documented legal appointments
 - d. School sponsored activities
 - e. Funeral of family member
 - f. Unique circumstances as approved by administration

2. **Students participating in school activities must be in school** or a school sponsored activity the day of the event periods 5-8 in order to participate. Only in extraordinary circumstances may the Principal waive this rule.

3. If a student is going to participate in a school related activity causing him/her to miss school, that student will need to make up their work in advance.

D. VERIFIED ABSENCES

Non-excused (see excused absences above) absences, which are documented by a parent contact (note or phone call), are considered “verified” absences. Those verified absences, which allow a student to attend less than the minimum of 174 days, will be considered as truancy (see Compulsory Age Attendance Policy NO. 501.3).

1. School work missed because of an excused or verified absence must be completed to the satisfaction of each teacher whose class or classes were missed. Previously announced tests or projects may require makeup on the day of return. Work made up to the satisfaction of the teacher shall receive full credit. Failure to properly complete makeup work shall result in failure or grade reduction for that assignment.

E. TRUANCY

After 6 verified absences, any non-excused absence is considered a truancy.

F. UNEXCUSED ABSENCES

Any student who skips any portion of the school day is considered unexcused and such absences are also considered a truancy issue in accordance with the Compulsory Age Attendance Policy NO. 501.3.

Students will be expected to make up the time missed.

1. Work missed due to an unexcused absence including announced tests or projects may be completed, but credit will be granted only by teacher discretion. Tests or projects covering material presented while the student was in attendance shall be made up for full credit.

G. APPEALS

Students or parents wishing to appeal disposition of their case may do so by filing a written appeal to the superintendent within five school days after the notification.

H. ARRIVAL – START OF DAY

1. Upon arrival, students will enter the middle school building and be seated in the commons or the spectator gym.
2. Students may not leave the school grounds after arriving without parents' consent.
3. Students will be allowed to enter a classroom prior to 8:00am only if previous arrangements have been made with a faculty member.
4. All students will enter the building by the main front doors unless other arrangements have been made.
5. Students will be admitted to their locker and homeroom/1st Period class at 8:00am.
Students may eat breakfast from 8:00-8:15. At 8:15 the bell will ring and students will pass to their first period class.
6. The bell signaling the official start of the day will sound at 8:20am.

O.M.S. Daily Schedule				
Period				
HR		8:00	-	8:20
1		8:20	-	9:05
2		9:09	-	9:53
3		9:57	-	10:40
4		10:44	-	11:29
5	A	11:33	-	12:03
	B	12:03	-	12:33
	C	12:33	-	1:03
6		1:07	-	1:52
7		1:56	-	2:41
8		2:45	-	3:30

O.M.S. Modified Schedule				
Period		1-hour late start		
HR		9:00	-	9:20
1		9:20	-	9:56
2		10:00	-	10:36
3		10:40		11:16
5	A	11:20	-	11:50
	B	11:50	-	12:20
	C	12:20	-	12:50
4		12:54	-	1:30
6		1:34	-	2:10
7		2:14	-	2:50
8		2:54	-	3:30

O.M.S. Modified Schedule				
Period		2-hour late start		
HR		10:00	-	10:20
1		10:20	-	10:48
2		10:52	-	11:19
5	A	11:23	-	11:53
	B	11:53	-	12:23
	C	12:23	-	12:53
3		12:57	-	1:24
4		1:28	-	1:55
6		1:59	-	2:26
7		2:30	-	2:57
8		3:01	-	3:30

O.M.S. Modified Schedule				
Period		1-hour early release		
HR		8:00	-	8:20
1		8:20	-	8:56
2		9:00	-	9:36
3		9:40	-	10:16
4		10:20	-	10:56
6		11:00	-	11:36
5	A	11:40	-	12:10
	B	12:10	-	12:40
	C	12:40	-	1:10
7		1:14	-	1:50
8		1:54	-	2:30

O.M.S. Modified Schedule				
Period		90-minute early release		
HR		8:00	-	8:20
1		8:20	-	8:52
2		8:56	-	9:28
3		9:32	-	10:04
4		10:08	-	10:40
5	A	10:44	-	11:14
	B	11:14	-	11:44
	C	11:44	-	12:14
6		12:18		12:50
7		12:54	-	1:25
8		1:29	-	2:00

O.M.S. Modified Schedule				
Period		2-hour early release		
HR		8:00	-	8:20
1		8:20	-	8:47
2		8:51	-	9:18
3		9:22	-	9:49
4		9:53	-	10:20
6		10:24	-	10:51
5	A	10:55	-	11:26
	B	11:26	-	11:57
	C	11:57	-	12:28
7	C	12:32	-	12:59
8		1:03	-	1:30

O.M.S. Modified Schedule				
Period		3-hour early release		
HR		8:00	-	8:20
1		8:20	-	8:39
2		8:43	-	9:02
3		9:06	-	9:25
4		9:29	-	9:48
6		9:52	-	10:11
7		10:15		10:34
8		10:38	-	10:56
5	A	11:00	-	11:30
	B	11:30	-	12:00
	C	12:00	-	12:30

6th Grade (Block Schedule)

Mins	Schedule	Teacher A	Teacher B
20	8:00 – 8:20	Homeroom	Homeroom
95	8:20 – 9:55	Literacy	Math
5	9:55-10:00	Transition	Transition
90	10:00-11:30	Literacy	Math
3	11:30-11:33	Transition	Transition
30	11:33 – 12:03	Lunch	Lunch
54	12:06 – 1:00	WW/Sc/SS	WW/Sc/SS
4	1:00 – 1:04	Transition	Transition
48	1:04 – 1:52	WW/Sc/SS	WW/Sc/SS
4	1:52 – 1:56	Transition	Transition
24	1:56 – 2:20 *1:56 (Band/Orch.)	MTSS Band/Orchestra (1:56-2:41)	MTSS Band/Orchestra (1:56-2:41)
4	2:20—2:24	Transition	Transition
17	2:24 – 2:41	Advisory	Advisory
4	2:41—2:45	Transition	Transition
45	2:45 – 3:30	Specials	Specials

I. PERMISSION TO LEAVE SCHOOL

Once at school or off the bus, no student is to leave the school grounds at lunchtime or anytime during the day without permission from the principal or his designee and signing out at the office.

Should it be necessary to leave school during school hours, a phone call or written request must be brought from your parent/guardian and presented in the office before school begins. This will allow the student to make up or receive assignments. **Students with appointments receive an appointment slip. This slip must be left at the office when the student leaves the building. When returning to school the student must check in at the office to receive permission to return to class.**

Students/Parents are to make appointments such as dental, doctor, business, etc. outside of school hours whenever possible. **It is the responsibility of the school to determine whether or not an absence is to be excused (Hair cuts or lunch are not considered excused).** When necessary, permission may be granted by the principal or his designee for appointments during school hours.

If students become ill at school, they should get permission from their teacher to report to the nurse or the principal's office. Students will be dismissed only after a parent/guardian or the school personnel have notified a responsible adult. Students must be seen in the nurse's office.

J. DISMISSAL - END OF DAY

- All students are to leave the building at 3:30 p.m. unless engaged in a special activity under supervision of a teacher or as a spectator at an athletic event

K. EMERGENCY DISMISSAL (also see - Crisis/Emergency)

- When school needs to be dismissed due to weather or other unspoken events, parents should attempt to not call the school unless it is an emergency. The telephone lines may need to be kept open for communication with the central office or other official agencies as needed.

L. TARDIES

A responsible student makes it a point to be punctual. There should be few instances of tardiness in the morning or between classes during the school day. The school day officially starts at 8:20 a.m. **At a minimum, tardiness is defined as not being in your assigned room when the tardy bell rings. Individual classroom policy may be more stringent.** A tardy of more than 20 minutes is considered an absence.

- If there is a legitimate reason that a student is tardy to school, he/she must have a note from a parent/guardian
- If there is a legitimate reason that a student is tardy to class, he/she must have a pass from the staff member that detained him/her
- Students sent to the office for an Admit/Make-up slip will be counted tardy

Teachers will provide valuable hallway management and supervision. They will maintain visibility during passing time by being spatially aware and encourage promptness and preparedness to class.

With the exception of the first week of school when new students are still becoming familiar with the building and their teachers, it is expected that students will always arrive to class prepared and on time.

Tardy Procedure (Per Trimester)

1st Tardy=Minor Infraction

Documented Communication with Parent/Guardian

2nd Tardy=Detention with teacher

Documented Communication with Parent/Guardian (2nd Minor Infraction)

3rd Tardy=Detention X 2 with teacher

Documented Communication with Parent (3rd Minor Infraction)

4th Tardy=Office Conduct Referral (Major Infraction), Administrative Detention

Documented Communication with Parent

Each additional tardy to class may result in more severe consequences, up to and including In-School Suspension. Documented communication will take place for each additional tardy accrued.

M. VISITORS

Visitors must report to the School Office upon entering the building. A clip on visitor tag may be issued at that time. Permission to enter must be granted by the school building administrator or his designee. Teachers are obligated to inform the office of any intruders. Any intruder who interferes with school procedure may be compelled to leave the school premises, and if the activities or actions disrupt the orderly operation of the school, or disrupt the disciplined, scholarly atmosphere, he may be subject to prosecution. Student visitors/friends are not allowed during the school day.

N. TELEPHONE

Students are to use the telephone in the commons only. The telephone is for business use only and is monitored by the office. Students must gain permission to use the phone and it may not be used for social visits. Local calls are to be made on this phone only. Students will only be called away from classes to receive phone calls in emergency situations. Students may be permitted to use the office telephone in emergency or long distance situations. **Through careful planning & communication, phone calls should rarely be needed during the school day.**

O. PERSONAL ELECTRONIC DEVICES:

Personal Electronic devices include, but are not limited to, Cell Phones, MP3 Players, Electronic Notebooks such as IPads, Kindles, etc. These devices are permitted in classrooms when the students have permission, are being supervised by the teacher, and are being used for instructional purposes only.

These electronic devices are prohibited in hallways, bathrooms, locker rooms and buses at all times. We expect students to follow these simple rules. The first time a student violates the rule the phone will be taken to the office, parents will be notified, and it will be given back to the student at the end of the day. If further violations occur, parents will again be notified and the device will only be returned to a parent.

BOARD POLICY-----STUDENT PERSONNEL

Policy Title: Student Conduct Code No. 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 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; 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 to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

- * 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 pointing any firearm toward another or displaying it 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 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 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.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

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

Date of Adoption: <u>December 10, 2002</u>	Legal Reference (Code of Iowa)
	<u>No Child Left Behind, Title IV, Sec.</u>
Date of Review: <u>March, 2003</u>	<u>4115, P.L. 107-110 (2002). Gross v.</u>
	<u>Lopez, 419 U.S. 565 (1975). Brands v.</u>
Date of Revision: <u>March 25, 2003</u>	<u>Sheldon Comm. Schools 671 F. Supp.</u>
	<u>627 (N.D. Iowa 1987). Sims v. Colfax</u>
	<u>Comm. Schools 307 F. Supp. 485 (Iowa</u>
	<u>1970). Bunger v. Iowa High School</u>
	<u>Athletic Assn., 197 N.W. 2d 555 (Iowa</u>
	<u>1972) Board of Directors of Ind. School</u>
	<u>Dist. of Waterloo v. Green, 259 Iowa</u>
	<u>1260, 147 N.W. 2d 854 (1967). Iowa</u>
	<u>Code 279.8; 282.4, .5; 708.1 (2001)</u>

Related Admin. Regulations & Rules: 501 Student Attendance; 502 Student Rights and Responsibilities; 504 Student Activities; 603.3 Special Education; 904.5 Distribution of Materials.

Series 900

Policy Title: **Public Conduct on School Premises**

Code No. **903.4**

The Board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- * Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- * Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors or approved activities will not be tolerated.
- * The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual in charge of the event may remove the individual from the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the Board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term “individual” as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

DISCIPLINE EXPECTATIONS

SELF-DISCIPLINE is the cornerstone of success. In order for the school to maintain an environment for success, it must operate orderly and effectively, and require that students be safe, respectful, and responsible. Students will be held accountable for inappropriate behavior and a record of all rule infractions for each student will be kept in a **Student Discipline Folder**. A continuing file will be kept for the duration of time the student is at the middle school. The Discipline Folder will not be placed with a student’s permanent records; however, information may be requested by the senior high school administration.

Action for the Oskaloosa Middle School 6-8	Notification to Parent	Detention	Removal From Class/Loss of Credit	ISS/Extended Year	OSS	Expulsion May Be Initiated	Referral to Police
Excessive Tardies	X	X	X	X	X		
Truant/Unexcused Absences	X	X	X	X			X
Classroom/School Disruption	X	X	X	X	X		
Insubordination	X	X	X	X	X	X	
Profanity	X	X	X	X	X		
Profanity at Staff	X		X	X	X	X	X
Forgery/Fake Phone Calls	X	X	X	X	X		
Criminal Actions	X			X	X	X	X
Cheating	X	X	X				
Tobacco	X			X	X		X
Fighting	X			X	X	X	X
Harassment	X	X	X	X	X	X	X
Physical Display of Affection	X	X		X			
Inappropriate Dress	X	X		X			
Terrorist Actions	X		X	X	X	X	X
Use/Possession of Alcohol/Drugs	X				X	X	X
Possession of Weapons	X				X	X	X
Sale/Distribution Drugs/Alcohol	X				X	X	X
Felonious Assault	X				X	X	X

Cell Phone/Laser Pointers/Electronics, etc.	X	X	X	X	X	X	X
Projectiles	X	X	X	X	X	X	X

A. AREAS IN WHICH SCHOOL DISCIPLINE APPLY - (NOT LIMITED TO)

1. The school building itself, and the school grounds as established by the school boundaries
2. School owned or chartered buses or while being transported under supervision of school personnel
3. At school sponsored or school related activities (i.e. Homecoming Parade, Track Meet, etc.)
4. Within one block of school
5. If it is necessary to have a student interviewed by law enforcement personnel, parents or guardians will be contacted in order to make parents aware of the interview and possible consequences

* Conduct of pupils away from the school grounds is subject to school discipline if it directly affects the good order, efficiency, management, and welfare of the school

B. GENERAL DISCIPLINE POLICIES

The following is a list of behaviors that will not be tolerated, but may not be inclusive. Consequences will be given when students demonstrate these behaviors:

1. Disrespect toward a staff member
2. Verbal or Physical assault directed toward a staff member
3. Profanity or insulting language (including remarks or statements on school property, notebooks, etc.)
4. Fighting
5. Threats, intimidation, or physical force directed toward students or visitors
6. Potentially dangerous materials or actions, including, but not limited to weapons, explosives, arson, false alarms, or anything that poses a threat to students or staff
7. Possession, use of, or being under the influence of alcohol, tobacco, or a controlled substance
8. Possession of materials with writing or advertising of alcohol, tobacco, controlled substances, profanity, obscenities, vulgarity, racial or sexual implications; or posting or defacing school property as such
9. Destruction or defacing of school property (books, walls, lockers, desks, etc.)
10. Theft of school or private property
11. Leaving school without permission through office procedures

12. Cutting or leaving class without permission
13. Cheating
14. Failure to report to teacher or office assigned detention
15. Distracting or disruptive dress or physical appearance
16. Physical show of affection (kissing, hand holding, hugging, etc.)
17. Unauthorized use of electronic equipment (radios, Mp3 players, CD-players, portable phones, etc.)
18. Trespassing (school grounds are off limits when school or supervised activities are not in session.)
19. Loitering: Students must enter the building upon arrival to school after 7:45 a.m.
20. Being on Senior High School grounds without permission (beyond flag pole)
21. General misbehavior (scuffling, wrestling, pushing, horse play, spitting, etc.)
22. Verbal, physical, or sexual harassment of another student or staff member
23. Sitting or placing feet on desktops, backs or seats of chairs, or tabletops.
24. Food or drink in the classroom without permission of the teacher

SPECIFIC DISCIPLINE POLICY & CONSEQUENCES

Students are to refrain from the following list without limitation:

A. TOBACCO

Use or possession of tobacco, including chewing tobacco, in the building, on school grounds will result in parent notification, and *up to* 3-day in-school/out-of-school suspension, and referral to law enforcement officials for citation.

B. INSUBORDINATION

The refusal to obey school rules and regulations, or the request of a teacher or school official could result in a 3-day out-of-school suspension. A second occurrence may result in referral to the Board of Education for consideration of expulsion.

C. CRIMINAL ACTIONS

Such actions as theft, destruction or defacing of property, arson, extortion, possession or use of anything that might be considered a weapon, and vandalism will be referred to law enforcement officials. School officials will require restitution and/or suspension appropriate to the offense. A student shall be referred to the Board of Education for expulsion if he/she is guilty of:

1. Sale or delivery of controlled substance on school grounds, school transportation or at school events.
2. A felonious assault that causes bodily injury or severe emotional distress to a student or staff member.
3. Possession or use of dangerous weapon on school grounds, school transportation, or at school events (per Board Policy Code No. 502.10).
4. Other actions deemed by administration to represent a clear danger to the student body.

D. HARASSMENT/BULLYING

Verbal abuse, sexual harassment, racial bigotry, flagrant disrespect to others, rowdy behavior, or fighting on or adjacent to school property, at school activities home or away, or on school transportation may lead to a 3 day out-of-school suspension. Administrative judgment will be exercised regarding the aggressor and whether a student had an opportunity to avoid the conflict. A second occurrence may result in referral to the Board for expulsion from school. Student may be required to attend a Safe Schools Class with the first miss resulting in a one day in-school suspension and attendance at the next Safe Schools Class. A second miss may result in three days in-school suspension.

STUDENT THREATS MAY RESULT IN IMMEDIATE DISCIPLINARY ACTION.

1. Harassment includes, but is not limited to, racial, sexual orientation, religious, national origin, age, disability and sexual harassment (refer to Board Policy No. 104 or 502.10) see p. 27
2. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
3. Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.
4. Students who believe they have suffered harassment shall report such matters to the building principal (refer to Board Policy Code No. 104 or 502.10). see p. 27

E. CONTROLLED SUBSTANCES

The possession or use of drug paraphernalia, alcohol or controlled substances or being under the influence of same or acting as if under the influence of same, or delivery of such, is prohibited on school grounds or at school activities home or away, or on school transportation.

First Violation will result in a 5 day Out-of-School suspension or acceptance and successful completion of the SAT recommendation.

Second Violation will result in a 7 day Out-of-School suspension or acceptance and successful completion of the developed plan.

Third Violation will be referred to the Board of Education for expulsion. The student will be placed on administrative probation. In addition to the aforementioned policies, should the violation occur at a school event the violator will be banned from attending school events for a period of time.

F. LOITERING

Students are not to loiter in any area.

Violation may include disciplinary action up to and including suspension.

The following is prohibited:

1. Loitering in off limit areas on school grounds and on adjacent property
2. Loitering in the restrooms. (If conditions arise in the girls' restroom that need immediate attention the principal or associate principal will enter after knocking and announcing that they are entering.)
3. Loitering in the hallways
4. Loitering in parking lots, areas on perimeter of buildings, street, or yards and lots adjacent to streets and school grounds.
5. Loitering on Middle School or Senior High grounds before, during or immediately after school hours.

G. FORGERY

Alteration of school documents, such as hall passes, admit slips, attendance cards, report cards, fake phone calls, etc., is strictly prohibited. Violation may include disciplinary action up to and including suspension.

H. PHYSICAL FORCE AS MEANS OF RESTRAINT

Physical Restraint of Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or

confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

Restraint, which is considered the act of controlling the actions of a pupil when such action may inflict harm to themselves and/or others, is not considered physical punishment. Teachers and administrators must feel free to use reasonable and appropriate means of restraint at the moment as may be necessary to prevent a pupil from harming themselves or others, to prevent a breach of discipline, or to stop a continuing breach of discipline.

Factors determining reasonable and appropriate are: Age; sex; previous history; maturity of pupil; the seriousness of the breach of discipline; teacher motives and state of mind.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

BUILDING EXPECTATIONS

A. DRESS CODE

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to dress appropriately as to not disrupt the school or educational environment.

Students wearing inappropriate clothing will change clothing or parents will be notified and the student will be sent home to do so. Other disciplinary actions may also apply. Students are expected to dress in an appropriate manner at all school events.

* For more information see Board Policy #502.1, Student Appearance available by contacting the Principal or the Central Administration Office. The following list will not be tolerated, but may not be inclusive:

1. Clothing, jewelry, and accessories that advertise tobacco, alcohol, and drug products or express inappropriate or suggestive messages
2. Clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays
3. Clothing must be safe, decent, and sanitary. Tight, unclean, torn, tattered clothing is not acceptable

4. Hats, headgear, and coats/jackets should be removed when entering the building and are not allowed to be worn in the classroom
5. Pants should be worn appropriately. Students with pants worn at a low level (SAG) may be asked to pull pants up or sent home for appropriate pants
6. Shorts and skirts must be of an appropriate length
7. Undergarments may not be visible
8. Thin straps ("spaghetti straps"), low cut shirts, and shirts which expose the midriff may not be worn
9. Wallet chains must have small links and must not dangle
10. Shoes with cleats may only be worn for outdoor athletic events.

For Physical Education Class (P.E.), the expected clothing for class will consist of: a white or gray t-shirt that is either plain or represents Oskaloosa (cutoff shirts are unacceptable), shorts or sweatpants (sweatshirts are acceptable on cold or windy days), athletic socks, and tennis shoes. Oskaloosa Physical Education gray t-shirts and black mesh shorts MAY be purchased at registration, but DO NOT have to be purchased.

If a student makes the decision to not change their clothes for class, he/she will fill out a follow-up form on the day of the offense in an effort for the teacher to understand why the student is unable to dress out for PE that particular day.

If a student forgot their PE clothes and needs to borrow clothes, a follow-up form is to be filled out by the student for every 3rd time this situation occurs and a conversation is had between the PE teacher and student.

Students are expected to have the appropriate clothing for all classes. **The principal makes the final determination of the appropriateness of the student's appearance.**

B. Classroom, Hallway, Commons/Lunch Room, Busing Area, Restroom, School Events/Field Trip, and Digital Citizenship (Chromebook Usage)

Expectations:	Be Respectful	Be Responsible	Be Safe	Be Caring
Classroom	<ul style="list-style-type: none"> - Follow Directions - Be A Good Listener - Use Level 1 or 2 Voice 	<ul style="list-style-type: none"> - Bring Appropriate Materials - Sit Down When Entering the Room - Push Chair in at End of Class - Do Your Best On All Assignments (Academic Integrity) - Use Technology Appropriately as Defined by Teacher 	<ul style="list-style-type: none"> - Use Materials Appropriately - Remain Seated Until Dismissed - Keep Your Hands, Feet, and Property to Self 	<ul style="list-style-type: none"> - Get Teacher Permission to Help Others with Work - Share Materials when Appropriate - Include/Involve Others when Appropriate in Groups - Be Friendly towards Adults and Peers
Hallway	<ul style="list-style-type: none"> - Observe Personal Space - Use Level 1 or 2 Voice - Open and Close Your Locker Gently - Use Only Your Locker - Use Appropriate Language 	<ul style="list-style-type: none"> - Carry Materials to Class in Hands (Chromebook Closed) - Go Directly to Your Assigned Location - Be On Time 	<ul style="list-style-type: none"> - Walk On The Right Side Of The Hallway - Keep Hands, Feet, and Property to Self - Actively Report Unsafe Behavior (Fighting, Tripping, Shoving, Throwing Objects, and Profanity) 	<ul style="list-style-type: none"> -Help Others - Appropriately Greet Adults and Peers -Prevent and Report Bullying Activities to Adult
Commons / Lunch Room	<ul style="list-style-type: none"> - Wait Patiently In Line - Use Level 0, 1 or 2 Voice - Actively Listen to Announcements and Directions - Show Appropriate Table Manners 	<ul style="list-style-type: none"> - Be Seated Upon Entrance - Have Your Student ID Card At All Times - Pick Up All Trash (Even If It Is Not Yours) - Keep Table Area Clean 	<ul style="list-style-type: none"> - Keep Hands, Feet, and Property to Self - Stay Seated Until Adult Dismisses You - Actively Report Unsafe Behavior (Fighting, Tripping, Shoving, Throwing Objects, and Profanity) 	<ul style="list-style-type: none"> -Use the Words "Please" and "Thank You" with Staff and Peers -Invite Peers to Sit with You at Your Table
AM / PM Bus Loading	<ul style="list-style-type: none"> - Listen To All Adult Directions - Use Level 1 and 2 Voice 	<ul style="list-style-type: none"> - Use Bikes And Scooters Appropriately Along Walkways - Model Appropriate Behavior 	<ul style="list-style-type: none"> - Keep Hands, Feet, and Property to Self - Walk - Remain In Building Upon Entrance 	<ul style="list-style-type: none"> - Appropriately Greet Bus Driver -Thank Bus Driver for Giving You a Ride Home -Invite Peers to Sit with You at Your Seat
Restroom	<ul style="list-style-type: none"> - Honor The Privacy of Others - Use Level 1 Voice - Keep The Restroom Area Clean - Prevent Use of Electronic Devices 	<ul style="list-style-type: none"> - Take Care Of Building Property/ Report Vandalism - Have a Pass During Class Time - Flush The Toilet After Use 	<ul style="list-style-type: none"> - Clean Up After Self - Wash Hands - Keep Water Off of the Floor - Actively Report Unsafe Behavior (Fighting, Tripping, Shoving, Throwing Objects, and Profanity) 	<ul style="list-style-type: none"> -Report Problems/Sicknesses to Teacher/School Nurse -Prevent and Report Bullying Activities to Adult
School Events/Field Trips	<ul style="list-style-type: none"> - Follow Directions - Courteous Conversations - Observe Dress Code - We Will Not Bully Others - Observe Personal Space 	<ul style="list-style-type: none"> - Dispose of Trash Properly - Take Care of Building Property/ Report Vandalism - Behave As If in School Building 	<ul style="list-style-type: none"> - Use Equipment Correctly - Actively Report Unsafe Behavior (Fighting, Tripping, Shoving, Throwing Objects, and Profanity) -Appropriate Use Of Technology 	<ul style="list-style-type: none"> -Help Others -Prevent and Report Bullying Activities to Adult

Digital Citizenship (Chromebook Usage)	-Open/Use Only When Required -Using Only Teacher-Approved Websites -Hands and Eyes on Your Own Property -Prevent Cyber-bullying	-Bring to School Daily -Bring Device to School Fully Charged -Keep Chromebook ID Card in Case - Keep Chromebook on Floor Away from Food and Drink	-Leave It In the Case at All Times -Do Not Place Items in the Computer Compartment of Case -Keep the Case Zipped Up When Not in Use - Carry Case When Moving with It - Search Web Appropriately	-Help Peers when Appropriate -Prevent and Report Cyber-Bullying to Adult
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C. LUNCHROOM

Oskaloosa Middle School has a closed lunch period. All students must eat lunch in the Commons lunch area.

Deposits for lunch are to be made before school or at lunch time.

Guidelines and forms to apply for free or reduced priced lunches are available in the Middle School Office or at the Central Administration Office.

Students carry and are responsible for their lunch tickets.

Students bringing sack lunches may purchase milk/juice to supplement them. Other various items are also available in the lunchroom.

D. LUNCH PAYMENT INFORMATION

The Oskaloosa Community School District participates in the Child Nutrition Program. Nutritious breakfast and lunches are served in every building in the district every day. Our meals meet or exceed the requirements set by the United States Department of Agriculture for nutritional standards.

Account Balances:

- Your student's meal account balance can be found on your Parent Portal in Infinite Campus or you may contact the school/Nutritional Food Service Director.
- Your child will receive a low balance notification slip once a week. You will begin to receive slips when the account reaches \$10/\$5. Please respond quickly to the low balance notification by placing money in your child's account. You will also receive e-mail notifications daily thru Infinite Campus when the account reaches \$10.00 or less.
- If a child's lunch account has a negative balance of \$10.00 or more, the student will be provided a Sunbutter & Jelly sandwich, fruit, vegetable and milk for a charge of \$.75

- The Sunbutter & Jelly sandwich will be available to any student that would prefer this over the main meat/meat alternate offered during lunch service.
- If meal accounts reach a negative balance of \$50.00 or more the family will receive a call from the Superintendent to request payment and/or payment arrangements to be made on the delinquent account.

Free & Reduced Priced Meals:

- Families are encouraged to apply for free or reduced priced meals at any time thru out the school year if payment is a problem. Forms are available in the school office, Central Administration office or on the school districts website.
- Students who receive free meals are entitled to one free breakfast and one free lunch per day-additional meals cost full rate.
- Students must have the appropriate amount of money in their account to purchase extra meals.
- Negative balances must be paid regardless of an Eligibility change to “Free” status since the charges accrued prior to that change.

A La Carte:

- Additional healthy snack items will be available for students to purchase at the Middle and High School.
- Students may purchase items from the A LA Carte using cash or may use money from their account using their ID card, provided the account does not have a negative balance.
- Free/Reduced Priced Meals do not apply to A La Carte.

Prices:

Elementary & Middle School:

- Breakfast-Per Meal....\$1.80
- Adult Breakfast-Per Meal \$2.05
- Lunch –Per Meal....\$2.60
- Adult Lunch-Per Meal.....\$3.85
- Additional Milk.....\$.50
- Reduced Breakfast....\$.30
- Reduced Lunch.....\$.40

ID Cards:

- Students will be provided with one ID card.
- Student ID cards also serve as **Lunch Debit Cards**.

- Students may replace lost/damaged cards in the office at a cost of \$1.00 for the first replacement card. All subsequent cards will be issued at a cost of \$5.00 per card.

Failure to have an ID card at lunch may result in restricted lunch privileges for that particular day (seating, etc.).

E. LOCKERS

Student lockers are for the storage of educational materials and student belongings necessary to attend school. Each student is assigned an individual locker when possible. Sharing lockers is strongly discouraged. In some cases, the school may ask some students to share lockers due to a locker shortage.

KEEP YOUR LOCKER LOCKED AND THE COMBINATION CONFIDENTIAL.

SPECIAL NOTE: Lockers remain the property of the school and by virtue of this ownership; we reserve the right to make periodic examinations of the locker and its content.

Students will be held responsible for the physical care of their assigned locker. Although the school may allow some personalization of lockers, signs advertising or glorifying alcoholic beverages, tobacco products or illegal activities will not be tolerated. In addition profane signs or pictures will not be allowed.

Large sums of money and items of great value should not be left in lockers, but should be checked into the Office for safe keeping.

In Physical Education, lockers will also be assigned. In the case that a padlock is lost or damaged, a replacement padlock can be purchased for the amount of \$10.00.

F. SEARCHES & INSPECTIONS

Locker inspections may be conducted periodically throughout the year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Periodically throughout the year, drug dogs may be brought to the school as a preventative and proactive measure to ensure a safe learning environment. This handbook serves as parental notification of such activities.

The Board of Directors holds all school property in public trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under certain circumstances to maintain order, and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the School premises. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic

beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

LOCKER INSPECTIONS:

The 1997 General Assembly made two changes to the law on locker inspections. The first change eliminates the 24-hour notice requirement for locker maintenance inspections. The second change allows a school district to periodically inspect all lockers or a random selection of lockers. However, prior to doing so, the school district must give students and parents written notice that the school district may conduct periodic inspections of school lockers without prior notice. Students may be notified of the inspection. Also, the students may be present during the inspection of their lockers. The written notice to students and parents can be given annually and may be in the student handbook or other school district publication that goes to students and parents. The standards for locker searches remain otherwise unchanged. A school official must have a reasonable suspicion that a school rule or policy has been violated in order to search a particular student's locker.

THE TERM LOCKER "INSPECTIONS" has not been interpreted by a court or the Iowa Department of Education (DE). A locker inspection is generally considered more of a cursory look at the contents of the locker. **A LOCKER "INSPECTION"** is considered merely for locker maintenance when school officials are looking for library books, food, etc. **A LOCKER "SEARCH"** involves actually getting into the locker to investigate suspected misconduct and may involve a search of items in the locker such as backpacks, purses, coats, etc. if circumstances warrant. The purpose of a search is to look for evidence of violations of policies or rules. Any contraband found during a search should be removed and locked in the principal's or superintendent's office and turned over to law enforcement officials, if appropriate.

CONSEQUENCES

AUTHORIZED ACTIONS DEFINED-NOT LIMITED TO THE FOLLOWING:

A. DETENTION

Detention may be assigned by any teacher, administrator, or adult in charge to correct observed misconduct. There are two types of detention, teacher and office. **This will be a supervised, strictly-disciplined period of time.**

Teacher detention exists when a teacher finds it necessary for a student to stay after school for unacceptable behavior. This detention will take place in the teacher's room. Office Detention may result when students fail to serve teacher detention or when building rules are violated. **Office detention will be served on Monday, Tuesday, Thursday, and Friday from 3:30-4:30.**

Students assigned detention will be notified at least one day in advance and the responsibility for the student's transportation home is that of his/her family. Detention will not be held on days when school is dismissed early.

DETENTION FOR STUDENTS INVOLVED IN EXTRA-CURRICULAR ACTIVITIES: It is the general policy of OMS that detention assigned to athletes on the day of a game or meet will be delayed until the following day. We do require, however, that the athlete receive permission from the teacher/Principal to be excused from detention for the purpose of participating.

The teacher or Principal/Associate Principal must approve all absences from teacher detention, IN ADVANCE, or the following procedure will be followed.

1. First unexcused absence - additional detention is added.
2. Second unexcused absence - student will receive In-School Suspension.
3. Continual refusal to serve detention may result in additional In School Suspension, Out-of-School Suspension, a parent meeting, or expulsion.

THE FOLLOWING RULES APPLY TO STUDENTS IN DETENTION ROOM:

1. Students must be seated and quiet by the specified time.
2. There will be absolutely NO TALKING.
3. The teacher, not the bell or the clock, will dismiss the student at the end of the detention.
4. Each student must bring work to keep busy or the supervising teacher will assign something to do. THERE WILL BE NO SLEEPING ALLOWED.
5. All regular school rules will be in effect.

B. CLASS REMOVAL:

The purpose of removing a student is:

1. To reestablish the learning atmosphere which the student has disrupted
2. to provide a setting for the student to examine his or her actions and make a commitment to correct the behavior.

STEP 1: In the first instance the student will report to a guidance counselor or Administrator. A STUDENT "INTERVIEW" WILL BE REQUIRED. The counselor will talk with the teacher and student and try to correct the behavior through counseling. The student may be returned to the classroom if all parties concerned agree. If not, referral to the Associate Principal will be made.

STEP 2: Second and any additional removals, the student will report to the counselor who may refer the problem to the Associate Principal.

STEP 3: Strong consideration will be given to the student's removal from the class with no credit earned.

NOTE: Steps 1 and 2 may be bypassed if the severity of the act leading to removal from class is warranted.

C. IN-SCHOOL SUSPENSION (ISS):

In-School Suspension involves social isolation. Students are removed from the classroom and placed in the ISS room. They may complete their assignments at full credit. STUDENTS MAY BE ELIGIBLE TO PARTICIPATE IN ANY EXTRA-CURRICULAR ACTIVITIES, including PRACTICES/CONTESTS, based upon administrative approval. ISS rules are as follows:

1. Report to the In-School Suspension room upon arrival UNTIL 3:30.
2. No talking or sleeping - nothing but school work.
3. Assignments will be collected for you. If all work is done we will provide you with library articles to read and summarize.
4. There will be a five-minute restroom break at 10:00 and 2:00. You will be escorted to and from the restroom.
5. Students will get a 30-minute lunch break. You will be escorted to the cafeteria 2-3 minutes before classes are dismissed then return to ISS room to eat. Trays will be returned after lunch hour is over.
6. Violation of In-School Suspension rules may add one day to ISS. Additional violations may result in Out-of-School Suspension. Upon return, the ISS time must be completed.

D. OUT OF SCHOOL SUSPENSION:

Suspension will be from one to ten days. The student will be notified why he/she is being suspended. The parent/guardian of the student will be notified in writing why the child has been suspended and when the child may return to school. A parent conference must be scheduled before the student will be allowed to return. A suspended student must complete all school assignments missed during the suspension for credit when the work is completed.

Because of the serious nature of a school suspension, and the consequences that may result from additional suspensions, **communication and cooperation between the home and school is extremely important.**

E. SCHOOL EXTENSION:

School extension days are assigned by the Middle School Principal or Associate Principal and could be on any in-service day, parent-teacher conference days, or after the regular school year is ended.

F. EXPULSION:

Expulsion is an extreme measure of discipline to be employed only when other available school resources are unable to constructively address student misconduct. The Board of Education may expel a student who fails to abide by the school's established policies.

NOTE: Formal evaluation and/or counseling of the student by a school administrator, approved individual or institution may be a condition prior to returning to school. Evaluation and counseling may also be requested in place of part or all of a suspension if recommended by the school administration. If the district requires rehabilitation counseling, the rehabilitation will be held at the student's expense.

GRIEVANCE PROCEDURE

DUE PROCESS: When a student is charged with violations of the discipline policy, the student will be made aware and parents/guardians will receive notification of the infraction. The student will be given the opportunity to present their side of the incident.

Parents may contact the school for further clarification. If parents are not satisfied with the disposition of the case, they may appeal within five school days to the Superintendent of Schools. If still not satisfied, parents may appeal to the Board of Education.

If a student has a complaint about the school, he/she should voice the complaint to the following people in the order listed below:

Level 1 - a teacher

Level 2 - a guidance counselor

Level 3 - the Principal or Associate-Principal

Level 4 - the Superintendent of Schools

Level 5 - the Oskaloosa Board of Education

* See next section for NON-DISCRIMINATION GRIEVANCE

PROCEDURE

SECTION 504

1. General Purpose of Section 504

Section 504 of the Rehabilitation Act of 1973 is a broad Civil Rights Law that protects the rights of individuals in programs and activities that receive Federal financial assistance from the U.S. Department of Education.

2. Who is Protected?

All individuals (including school age children) who are identified as handicapped and who meet the definition of a qualified handicapped person; i.e. (1) has or (2) has had a physical or mental impairment which substantially limits major life activities, or (3) is seeing, hearing, speaking, breathing, learning, working, caring

for oneself and performing manual tasks. The handicapping condition need only substantially limit one major life activity in order for the individual to be eligible.

3. Responsibility to Provide a Free and Appropriate Education (FAPE)

The law requires the Oskaloosa Community School District to provide eligible students a free appropriate education; including individually designed instruction. Section 504 does not require a written IEP as in IDEA; however, it does require a plan. Specific instructions and documents for creating sections in 504 accommodations will be outlined and explained in this plan.

NON-DISCRIMINATION POLICY

ALL COURSES OFFERED AT THE MIDDLE SCHOOL ARE OPEN TO BOTH GIRLS AND BOYS. The Oskaloosa Community School District encourages parents and citizens to be aware of the school's non-discrimination Policies and Grievance Procedures.

POLICY TITLE: 101, 102, 102.R1

It is the policy of the Oskaloosa Community School not to discriminate on the basis of sex, race, national origin creed, age, marital status, or disabilities in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Federal Rehabilitation Act of 1973 and Public Law 94-142.

It is also the policy of this district that the curriculum content and instructional material utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race ethnicity, religion, and disabilities. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

It is also the policy of this district to provide an equal opportunity to receive an appropriate education at public expense. This includes the handicapped and disabled, whether the disabilities result from mental, emotional, physical, visual, learning, auditory, communication or chronic disruptive factors regardless of severity. Inquiries regarding compliance with Title IX or Title VI may be directed through the Administration. (Andrew Hotek, District Equity Coordinator)

For additional information about this policy, please contact the Central Administration Office, Box 710, Oskaloosa, IA 52577.

NON-DISCRIMINATION GRIEVANCE PROCEDURE

A grievance is a claim by an employee, parent, or student that there has been a violation, misinterpretation, or misapplication of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973 and Public Law 94-142.

STEP ONE: The aggrieved shall first discuss the grievance with the objective of resolving the matter informally. If the grievance involves more than one building, it may be filed with the Superintendent or his designee. If the grievance still exists after the informal conversation, the aggrieved shall file within ten days with the Advisory Committee, a claim on the form provided.

STEP TWO: The Advisory Committee shall indicate its deposition in writing within twenty school days. If the aggrieved party is not satisfied with the deposition of the grievance or no reply is received within twenty school days, the grievance shall be filed with the Board of Directors.

STEP THREE: The Board of Directors shall meet with the aggrieved party within ten school days of receipt of the grievance. Within ten school days of the grievance the Board of Directors shall indicate its deposition.

STEP FOUR: If not satisfied, the grievance may be presented to the Director of the Region VII Office of Civil Rights, Department of Health, Education, and Welfare, Kansas City, MO.

BULLYING-HARRASSMENT POLICY

Policy Title: Anti-Bullying/Harassment
No. 104

Code

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board 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. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by

students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but 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 preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- * Places the student in reasonable fear of harm to the student's person or property;
- * Has a substantially detrimental effect on the student's physical or mental health;
- * Has the effect of substantially interfering with the student's academic performance, or
- * 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.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based

communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- * Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- * Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- * Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- * Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- * Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- * Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- * Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- * The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- * Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as term or condition of the targeted student's education or participation in school programs or activities; and/or
- * Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in

any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal, supervisor or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal, supervisor or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the Board on the progress of reducing bullying and harassment in the Board.

The Board will annually publish this policy. The policy may be publicized by the following means:

- * Inclusion in the student handbook
- * Inclusion in the employee handbook
- * Inclusion in the registration materials
- * Inclusion on the school or school district's web site,

and a copy shall be made to any person at the central administrative office at 1800 North 3rd Street, Oskaloosa, Iowa 52577.

Related Administrative Rule and Regulations: 403.6 Harassment; 502 Student Rights and Responsibilities; 503 Student Discipline; 506 Student Records.

Administrative Regulation: Anti-Bullying/Harassment Investigation Procedures Code No. 104.R1

Individuals who feel that they have been harassed should:

- * Communicate to the harasser that the individual expects the behavior to stop if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- * If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the principal or associate principal, the designated investigator. The alternate investigators are middle school counselors. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complaint shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and

conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- * Evidence uncovered in the investigation is confidential.
- * Complaints must be taken seriously and investigated.
- * No retaliation will be taken against individuals involved in the investigation process.
- * Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternative investigator shall investigate.

HOMELESS CHILD OR YOUTH

Oskaloosa Community School District extends the opportunity for enrollment to a homeless child or youth. A homeless child is defined as "a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter/facility; or who is living with non-nuclear family members or with friends, who may or may not have a legal guardianship over the child or youth of school age."

If you are a homeless child or youth, or know of a homeless child or youth in need of assistance for schooling in the district, please contact: Janet Wagner, Counselor, 641-673-3022.

HEALTH

Students are to report all accidents or illnesses occurring in the school building, on the grounds, at practice sessions, on busses, or at any event sponsored by the school to the person in charge of the activity or the administration (School Office) immediately. A school nurse will see the student as soon as possible. Parents will be contacted if the student is to be sent home, but no student ill or otherwise is to leave school without permission from the nurse or office.

A. HEALTH ASSESSMENT

A Student Information Form shall be filled out yearly by parent or guardian of each student during the fall registration. This information will be used to update the permanent health record.

B. SCREENING FOR SELECTED CONDITIONS

Throughout the year, the school district sponsors various health and wellness screenings such as vision and hearing. Grade levels to be included will be determined on an annual basis. In addition, teachers may refer students they feel would benefit from such a screening. Parents will be contacted by the school nurse or by the Area Education Agency (AEA) if their child has been identified as having a health concern.

C. HEALTH COUNSELING

The school nurse when requested by a student, parent, or staff member will do health counseling. Our goal is optimal physical and emotional health.

D. MEDICATION IN THE SCHOOL

Students who must take medication at school for a chronic or acute illness will be accommodated. The medication must be in the original container and provided by the parent or guardian. The parent or guardian must sign the form "Authorization for Administration of Medication." The school nurse in a locked area in the office will keep all medications. Prescription medications will require a Doctor's signature on file.

E. COMMUNICABLE DISEASE IN THE SCHOOL

In cases of communicable disease, a student must have a doctor's permit to return to the school. Good hygiene practices will be followed with any child to lower the risk of transmission of infection of any kind. The school nurse according to state department guidelines will report cases of communicable disease monthly to the Iowa State Department of Health.

F. RESPONSIBILITIES TO STUDENTS WITH INDIVIDUAL AND/OR CHRONIC HEALTH PROBLEMS

Arrangements will be made by the school nurse, with assistance of the student, parent, and staff to accommodate special health problems.

G. RECORD KEEPING

A health record will be kept for each student. The school nurse will document all screenings, accidents, immunizations, and medications given. All state required immunizations must have been given or the student is unable to attend classes.

H. EVALUATION

All health events, with the exception of minor events such as need for band-aids and ice packs for minor injuries, are logged electronically on a daily basis. Events are entered on a general log with date, time in, time out, student's name, student identification number, the presenting complaint, and the action taken.

LATE START/EARLY DISMISSAL/CANCELLATIONS

At various times throughout the year, school may start late or be dismissed early for emergency reasons. The emergency reasons will usually be the result of weather conditions, including very low temperature, ice, snow, fog, threatening weather situations and extreme heat. Late starts and early school dismissals will be broadcast over the following radio and television stations:

Radio:	WHO 1040	AM Des Moines
	KBOE 740	AM Oskaloosa
	KBOE 104.9	FM Oskaloosa
	KISS 101.5	FM Ottumwa
Television:	WHO TV 13	Des Moines
	KCCI TV 8	Des Moines
	KTVO TV 3	Ottumwa
	WOI TV 5	Ames
Internet:	District Website or Schoolalerts.iowa.gov	

Please plan with your student, procedures they should follow when school is dismissed early due to emergency reasons. There may be occasions when school will be cancelled for the day due to bad weather. If you have questions of whether or not there is school, please listen to one of the radio or television stations listed above. You may also call the Oskaloosa Community Schools message telephone, after or before office hours at 673-8370.

CRISIS - EMERGENCY PLANS

A. TORNADO

In case of a tornado a warning will be given over the intercom. Students are to move quietly to the designated area as instructed by the teacher in charge. Students should avoid large open areas and areas where glass could be a hazard. Students should go quietly to safe areas, be seated, cover heads, and listen to instructions given by their teacher.

B. FIRE

In case of fire, an alarm will sound. Students are to move as quickly as possible, without running, to the nearest exit. Signs are posted in the rooms and teachers will give instructions. The first person through the door should check to see if the door will remain open. If not, they should hold the door open (as long as safely possible) until everyone has cleared the exit. Upon leaving the building everyone must continue to move away from the doors so as not to block the exits.

C. LOCKDOWN/A.L.I.C.E. (Alert-Lockdown-Inform-Counter-Evacuate)

It is the policy of the Oskaloosa Community School District to conduct lockdown/A.L.I.C.E. drill procedures with the intended purpose of securing or evacuating the building in the event of an intruder. Lockdown/A.L.I.C.E. procedures may also be put in place to address any event, natural or other, which poses a threat to the safety of students, staff, and/or visitors in any building within the district or for any school sponsored event. The determination to enact lockdown/A.L.I.C.E. procedures may be made by school officials, law enforcement personnel, or may be determined jointly as deemed necessary. When the lockdown announcement is made, teachers will immediately lock doors and move students away from sight of doorways and windows and shall assume as low to the ground a posture as possible. Teachers will then conduct emergency measures as rehearsed with staff (A.L.I.C.E.). If the determination is made to evacuate the building, teachers and staff will follow recommendations given to them by school officials or first responders. The "All Clear" will signal staff to resume normal school operations. In the event of a building event, cell phones should not be used and would hinder communication with the law center. Parents should not come to the site in the event of a lockdown or evacuation. Such actions would seriously hamper the ability of first responders to safely address the threat.

Cell Phone Use:

Use of cell phones at school can seriously jeopardize the effectiveness of first responders. For this reason, no calls at school should be made or received during Lockdown/A.L.I.C.E. procedures. This also extends to the use of text messaging. Use of a cell phone during a crisis can result in serious legal action taken against the user.

Information regarding the nature of a crisis and/or details is expressly the role of the superintendent, our district media spokesperson.

TRANSPORTATION PROCEDURES

(STUDENTS NOT ELIGIBLE FOR STATE FUNDED TRANSPORTATION)

All students must be registered to ride the bus. This must be done annually and at the time of student registration.

Students will be offered seating on a first come first served bases as long as seating is available.

Seating will not be reserved for students who do not regularly utilize the district's transportation service for extended periods.

Students will be transported to a maximum of one pick-up and one drop-off location. Deviations from these designated locations will be the parent's responsibility to transport. Exceptions may be made in the case of an emergency. When an emergency or exception is granted, the transportation office must be contacted and a temporary pass shall be issued.

Any change in the student's transportation shall require a minimum notice of 24 hours.

Buses will stop at designated stops only. Students will not be allowed to board or exit the bus except at a designated stop.

Students may ride ONLY their assigned bus. Any deviation without a pass will result in a loss of bus privileges.

Students are expected to display their I.D. Card when requested by the bus driver. Failure to do so could result in denial to ride the bus.

Cell phone usage on the bus is prohibited.

Student Conduct Code and Bus Rules will be strictly enforced.

Walk zones of 1 mile are established. Students, who live within one mile of campus, shall not be transported to that campus.

DRIVING & BIKING

NOTE: Students should consider the following when driving, biking, or riding their mopeds to school:

Students will walk bikes upon entering school grounds.

- * parking on school grounds is a privilege;
- * parking in designated parking areas;
- * use and parking of bikes, mopeds and motorcycles;
- * consequences of parking in non-designated parking areas;
- * student access to their vehicles during the school day;
- * who authorizes students to be in the parking lot during the school day;
- * times when students can enter and leave the parking lots;
- * no rollerblading or skate boarding on school property.

Unauthorized parking (mopeds) may result in loss of driving privileges and/or result in vehicle being towed from grounds at owner's expense.

STUDENT SERVICES

The Oskaloosa Middle School has two counselors available in Student Services. They are here to assist you, and help you function to the best of your ability. The counselor's act as consultants to parents, teachers, and administrators; but the most important part of their job is helping students help themselves.

For information regarding programs, placement, and course requirements refer to the **Student Course Description Book** or contact Student Services. Student records are kept in student services.

Student Services urges parents to contact the school if they have concerns or to check their child's progress. Phone 673-8308.

Middle School SAT Process		Involvement May
Include:		
Level 1	Identification - Pre-referral accommodations documented - Strengths/Needs	Grade Level Teams; Student Services; Administration
Level II	Intervention and Plan Development -Define Target Behavior - Goals -Define Data Collection - Monitor -Course of Action Identified	Grade Level Teams; Classroom Teachers; Student Service; Parent; Administration; Student; AEA
Level III	Review of Progress	Grade Level Teams; Classroom Teachers; Student Services; Administration; AEA Personnel; Student; Parent
Level IV	Referral for Services/Placement	Grade Level Teams; Classroom Teachers;

Student Services;
Administration; Student;
Parent; AEA Personnel;
DHS; Juvenile Services; Law
Enforcement; (other relevant
agencies/stakeholders)

RELEASE OF STUDENT INFORMATION

All school parents should be aware that the information listed below may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the principal or other person in charge of the school that the student is attending. It is desirable to renew this objection at the beginning of each school year.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT AND OTHER SIMILAR INFORMATION.

STUDENT AGENDA PLANNERS

All students at Oskaloosa Middle School will have access to their classes and assignments electronically in order to plan accordingly.

PROMOTION POLICY & GRADING

A. PROGRESS REPORTS/REPORT CARDS

Our School operates on a trimester system, which is three twelve week sessions.

All classes are graded according to the following grade percentages:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93- 96	B 83-86	C 73-76	D 63-66
A- 90- 92	B- 80-82	C- 70-72	D- 60-62

Progress reports (grades) are issued to students at mid-term (at approximately 6 weeks into the trimester) each trimester.

Report cards are issued at the end of each trimester (12 weeks) of school. These cards need not be returned. Grades are reported as A-Excellent, B-Above average, C-Average, D-Below Average, F-Failing, I-Incomplete, P-Credit with no grade, and W-Withdrew from class, E =

shows effort, passing, no credit, and WIP = Work In Progress. Report cards are issued approximately 5-7 days after the end of each trimester.

B. PROMOTION POLICY

Students will be required to earn passing grades in all core subject courses. Students failing a core subject course will be required to make up that course. This may result in the student needing to take an expanded course load either in the middle school or senior high school. It will be possible for a student to work on core subject courses in more than one grade level. Math will be the exception. A student must pass each year of math in sequence to advance to the next level.

Students may be placed in an alternative program and/or night/summer school to meet the required academic credit for advancement. Students failing to meet the required academic standards at the conclusion of their 8th grade year may be retained.

Expanded meaning of code to report out academic performance on Grade Level Benchmarks

Code on Report Card	Expanded Meaning
4 Exceeds Expectations	Student demonstrates a thorough understanding and consistently applies the content/skill in a variety of contexts independently. The student exceeds the expectations of the Grade Level Benchmark and/or Work Habits.
3 Meets Expectations	Student demonstrates an understanding and applies the concepts/skills consistently in a variety of contexts with minimal support. The student meets the expectations of the Grade Level Benchmark and/or Work Habits.
2 Progressing Toward Expectations	Student demonstrates an understanding but inconsistently applies the content/skill and/or requires support from the teacher. The student is progressing toward meeting the expectations of the Grade Level Benchmark and/or Work Habits.
1 Does Not Meet Expectations	Student demonstrates limited understanding of the concepts/skill and/or requires substantial support from the teacher. The student does not meet the expectations of the Grade Level Benchmark and/or Work Habits.
NA Not Assessed Yet	This Grade Level Benchmark has not been assessed yet
IP In Progress	In Progress – This Grade Level Benchmark is currently being taught and will be assessed next trimester

<p style="text-align: center;">INC Incomplete</p>	<p>Incomplete – The student has not completed all necessary work to be given a grade at this time.</p>
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AWARDS

Students may be recognized for exemplary performance at the end of each trimester and/or at the end of the school year.

Recognition may include, but not limited to: Attendance, Academic Achievement, Character, Positive Behavior, and Group or Extra-curricular Participation.

ACTIVITIES

7th and 8th grade students may participate in interscholastic athletics.

A. ELIGIBILITY

Students participating in school activities must be in school or a school sponsored activity the day of the event (periods 5-8) in order to participate. Only in extraordinary circumstances may this rule be waived by the principal.

2. Academic Eligibility:

Coaches and sponsors will examine student grades every two weeks. If a student is receiving a failing grade in any class, they are immediately placed on the “borderline” list for two consecutive weeks. *Coaches/sponsors will notify parents of their student’s “borderline” status and will seek support on behalf of the school and the program/activity.* **If the student is failing after two weeks, the student then becomes ineligible. Being ineligible means the student will be allowed to practice and travel with the team, but will not be allowed participate in games or events for two weeks. Parents/guardians may choose to keep the student/athlete at home when the team travels so that he or she can capitalize on potential time to complete missing assignments or work without risk of consequence. After the period of ineligibility, the student will then return to “borderline” status if they are passing all classes. Once they demonstrate for two weeks that they are passing all classes, they will be removed from the “borderline” list.**

A mandatory, supervised study session is provided each Wednesday of the athletic season a student is participating in from 2:30-3:30 pm, helping ensure a student athlete’s academic success and curbing academic ineligibility.

Students are encouraged to participate in the program of co-curricular and extra-curricular activities that are offered, recognizing that such activities

are of significant educational benefit. These educational benefits are as follows:

1. Training for possible careers.
2. Development of good citizenship, moral character, self-discipline, teamwork, and cooperation.
3. Development of personal habits aimed at a lifetime of success.
4. To represent the image and identity of the school and community.

By legal interpretation, participation in co-curricular and extra-curricular activities is a privilege extended to students by the citizens and taxpayers of the district.

This privilege carries with it a corresponding responsibility to represent the school and community in an appropriate manner. The School Board of Directors recognize that participants in co-curricular activities are looked up to and emulated by the community as a whole. Therefore, a "Good Conduct Code" (Code No. 502.9) is established to set forth behavioral expectations of those students involved in these activities.

B. ACTIVITIES OFFERED

Football	Volley ball	Orchestra
Cross Country	Wrestling	Vocal Music
Track	Basketball	Color Guard
*Baseball	Student Council	
Softball	Band	
Drama	Peer Helpers	

(* offered in the summer following 8th grade)

C. TRAVEL RELEASE FORMS

If students plan on leaving a school event with someone, the student must have a parent/guardian sign their student out on a form provided to that parent/guardian by the coach/sponsor for that particular school-sponsored event.

D. CANDY, GUM, POP, FOOD

A concession stand may be open after school when athletic events are scheduled. With all food/drink items students are to be responsible in picking up wrappers, cups, containers, etc. and to see that they are properly discarded.

E. SCHOOL DANCES AND PARTIES

A number of dances and parties are scheduled throughout the year under the sponsorship of the school.

1. **All school dances and parties are open only to students currently enrolled in Oskaloosa Middle School.** Students under suspension are not permitted to attend these activities.
2. Events scheduled on a school night must end by 9:30 p.m.
3. Every school function must be chaperoned by one or more faculty members.
4. It is the responsibility of the group sponsoring a function to plan and direct the activities of the event.
5. All social events are to be held in the school building where facilities are readily available. Any exceptions to this must be approved by the administration.
6. Anyone leaving the dance, party or event before its conclusion will not be re-admitted.
7. Admission is charged to most events.

F. CONDUCT OF STUDENTS/CROWD CONTROL AT EVENTS

1. No loitering, wandering about, or playing will be permitted in the commons, behind the stadium or on the practice field during a game/meet. This is necessary in order to prevent someone from getting hurt.
2. Once a person has been admitted to the game or meet, he/she will not be permitted to leave the field or gym and be readmitted to the event.
3. Students must be seated in the bleachers. You are to remain in your seat until the halftime of the game.
4. No loitering or playing in the hall area during events in the gym.
5. Students are asked not to run/walk back and forth in front of the bleachers when an event is in session.
6. During the playing of the Star Spangled Banner, stand at attention and remove your hat, face the flag. To do otherwise is disrespectful and disloyal to your Country, School, and yourself.
7. To BOO is TABOO! Please show respect for our visitors and officials as they are our guests.

GOOD CONDUCT CODE

The Good Conduct Code will apply to all students' grades 6-12 who participate in one or more co-curricular activities.

Activities covered include: All athletes, cheerleading, band, orchestra, chorus, drama, yearbook, student council, "O" Club, Storybook Players, F.F.A, and all other similar co-curricular activities that might be added to the program that represent the school/community in competition or public performance. Students are responsible for Good Conduct expectations year round once they have first participated in any activity, and remain responsible until they have completed high school eligibility.

**A. CONDUCT PROHIBITED BY THE "GOOD CONDUCT CODE
NO.503.4:**

1. A student shall not use, possess, sell or otherwise distribute beer, alcohol or controlled substances of any kind; nor shall the student violate any state or local law involving said substances. Possession of beer, alcohol, or controlled substances is considered to exist if a student:
 - a. is aware of the presence of alcohol or controlled substance, and
 - b. is in the proximity or has access to the alcohol or controlled substance, and
 - c. fails to remove oneself from the premises promptly.
2. A student shall not use, possess, sell or otherwise distribute tobacco products of any kind.
3. A student shall not be in violation of statutory law that is of the degree of serious misdemeanor or greater. (i.e. assault, criminal mischief, theft, felonies, etc.)
4. A student shall not use steroids except as prescribed and verified by a physician.

* Coaches/Directors may establish rules and regulations for their activities pertaining to expectations not covered by the Good Conduct Code. Such expectations might include practice policies, attendance, general behavior or dress, curfews, etc. These rules/regulations must be submitted to and approved by the building principal or athletic director prior to the beginning of an activity.

B. CONSEQUENCES OF VIOLATION - GRADES 6-8

1. First Violation - a student shall be given a warning - when the school becomes aware that an individual has violated the Conduct Code, a meeting shall be scheduled involving the student, their parents/guardians, Middle School principal, athletic director, and coach. The results of that meeting shall determine whether the individual is in need of counseling, assistance, or some type of educational program involving substance abuse. **The final decision shall rest with the building principal.**
2. Second Violation - An individual found in violation of the Conduct Code a second time shall be withheld from a minimum of 1 contest/performance or 25% of the scheduled contests/performances in that activity. The number of activities an individual would be withheld from are listed below:

Football 1 (out of a total of 5 games); Basketball 2 (9 games); Track 2 (7 meets); Volleyball 2 (10 matches); Wrestling 2 (9 meets); Band 1; Orchestra 1; Vocal 1
* Cheerleading is applied to the sport the individual is or will be involved with.

3. Third Violation - Dismissal from participation in contest or performances.

C. ADMINISTRATION - GRADES 6-8

1. If administration receives word of a possible violation, the student and parent/guardian will be notified and advised of the allegation. If it is the student's first violation, the procedure outlined in "CONSEQUENCES OF VIOLATION" (A) will be followed. The building principal or designee will notify the student and parent/guardian of second and third violations should they arise.
2. A student may seek help from school officials with alcohol/drug/tobacco problems unrelated to a reported incident which involves a code violation. School officials shall notify parents and seek appropriate help for the student without penalty.
3. If a student is currently active the consequences shall apply to all activities in which he/she is currently active. If not active the consequences shall apply to the first activity/s he/she is active in thereafter.
4. A student may choose to become involved in a new activity in order to fulfill a consequence, but must complete the activity in good faith.
5. When an individual is unable to complete the suspension in the activity currently involved in, the remainder of the suspension shall be served in the next activity in which they are involved.
6. If a student drops from an activity the consequences will be tabled until the next activity in which the student participates.
7. Students who are declared ineligible are required to continue practice/rehearsal and remain a member in good standing in their activity.

D. NOTIFICATION - GRADES 7 AND 8

1. Students and parents/guardians, prior to participation in activities each year, must sign a statement indicating they have received the code.
2. Record of this shall be on file in the Athletic Office, as well as record of violations.
3. It shall be the responsibility of each coach/director to check rosters against the file to make sure all participants have signed a statement indicating they have received the code. It

shall also be their responsibility to review behavior expectations of the code at the start of each season.

4. The code will also be published in the Student Handbook.

E. GRIEVANCE PROCEDURE:

1. If a student or parents feel that due process has not been provided, or administrative judgment is in error, they may request an informal hearing with the Superintendent. This request shall be made in writing within three days of the judgment by administration. The superintendent shall hear both parties before rendering a decision.
2. If a student or parents are not satisfied with the Superintendent's decision they may request a hearing before the Board of Education. The request must be made in writing within three days of the Superintendent's decision.
3. If a student or parents are not satisfied with the Board of Education's decision they may appeal to the Department of Education. Notification of intent to appeal shall be made to the Board in writing within three days. Thereafter, Department of Education time lines shall apply.

ACCEPTABLE USE POLICY

The following statement of acceptable use of Oskaloosa Community School District technology resources applies to all Oskaloosa Community School District (OCSD) students, parents, and guests using school district technology resources.

The Oskaloosa Community School District offers a variety of technology resources for student and parent use. Access to these resources is a privilege and not a right and each student must have a signed acceptable use policy on file. Privileges can and will be taken away for violation of the policy and regulations. All students and their parents or guardians must read and understand the acceptable use policy, then sign and turn in the form to their building office. Students in grades 3-12 will sign the policy at school after reviewing with staff.

When using district-supplied technology resources, individuals agree to abide by all policies and procedures adopted by the Oskaloosa Community School District as well as all current federal, state, and local laws. These include district policies and procedures against harassment, plagiarism, and unethical conduct; as well as local, state and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, vandalism, and other unlawful intrusions. In the event of violation of any these policies, procedures or laws, current district disciplinary policies and practices will be followed, including those regulating the provision of information to law enforcement authorities.

INTERNET & NETWORK USE

1. Internet and technology resources must be used in support of education and research, and consistent with OCSD educational objectives. Appropriate use of the network is critical for stability and smooth operation.
2. The district's computers, network, and/or internet connection is not a public access service and the

- district has the right to place reasonable restrictions on the material accessed and/or posted.
3. The amount of time and type of access available may be limited by the school district's technology and the demands for the use of the school district's technology.
 4. Even if students have not been given access, they may still be exposed to information from the district's computers, computer network, and/or the internet in guided curricular activities at the discretion of their teachers.
 5. The district is not responsible for the accuracy of information users access on the internet.
 6. Use of the district's computers, network and internet shall also comply with all school district policies and regulations.
 7. The school district will use technology protection measures to protect minors, to the extent technically possible, from inappropriate pictures that are (a) obscene, (b) child pornography, or (c) harmful to minors. The technology protection measures will block access to a large percentage of inappropriate sites, however, it should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.
 8. Unauthorized bypassing of the content filter by using proxy servers and/or other means is a violation of this policy.
 9. Although reasonable efforts will be made to make sure students will be under supervision, it is not possible to constantly monitor individual students and some students may encounter information that may not be of educational value and/or may be inappropriate.
 10. The district has the right, but not the duty, to monitor any and all aspects of its computers, networks, and internet access including, but not limited to, monitoring sites students and visit on the internet and reviewing email.
 11. Inappropriate use and/or access will result in the restriction and/or termination of the individual's privilege and may result in further discipline for students and/or other legal action.
 12. The district has the authority and right to examine all computer and internet activity of any user of the system.
 13. Any devices, including personal devices, used on the school network are covered under this policy.
 14. Students waive any right to privacy in anything they create, store, send, disseminate or receive on the district's computers and network, including the internet.
 15. It is the policy of the Oskaloosa School District to prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
 16. The district will provide age-appropriate training for students in regards to:
 - Internet safety
 - appropriate online behavior, including social networking
 - cyberbullying

Examples of inappropriate use are, but not limited to:

- illegal activity
- accessing or transmitting offensive materials
- harassment, threats or bullying
- material advocating violence or discrimination
- searching for, obtaining, or distributing obscene or pornographic material
- creating or forwarding inappropriate (mean-spirited, racist, pornographic, false) material
- creating and/or using another user's account, with or without their permission
- accessing or modifying other user's accounts, files, or passwords
- any actions that deliberately disrupt network service or damage equipment
- commercial activities not related to school or unsolicited political lobbying
- using hotspots from cellular devices

EMAIL & DIRECT COMMUNICATION

1. Student email access will be determined at the building level. Users will check their email frequently and stay within their email quota.
2. Instruction will be given to students on safety and security when using email, chat, and other forms of direct electronic communications.
3. Email messages are not confidential. Email messages may be requested by the public under the Open Records Act.
4. Do not email personal items for sale or to give away. Ask your building administrator where these items may be posted.
5. Do not send or forward email to the school mailing lists unless it specifically relates to school business.
6. Do not engage in "spamming" or participate in chain letters.
Chain letter definition: a letter to be circulated among many people by being copied, or, sometimes, added to, and then passed to others with a request to do the same.
Spamming definition: To send (a message) indiscriminately to multiple mailing lists, individuals, or newsgroups.
7. Do not send large email attachments to class or building mailing lists or a large number of users at once. (General rule - less than 5 MB)
8. Student names should not be included in the subject line of an email.
9. Never reply to spam email.

HARDWARE/SOFTWARE/DATA

1. Damage due to carelessness may result in disciplinary action including, but not limited to fees and/or suspension of privileges..
2. Vandalism will result in a suspension of privileges and payment for damages. Other district disciplinary policies and practices may also apply. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user or interference with network operation. This includes, but is not limited to the uploading or creation of viruses, removing keys from keyboards, removing any parts from equipment and hacking.
3. To maintain consistency and licensing, the technology department will regulate installation of software on computers. Students are prohibited from installing software.
4. The district takes precautions to avoid data loss, but the potential for loss always exists. No warranties, expressed or implied, are made by the school district for its computer technology and internet access and the district will not be responsible for any damage including, but not limited to, the loss of data, delays, non-deliveries, mis-deliveries or service interruptions caused by negligence or omission.
5. Any risk and/or damages resulting from information obtained from the district's computers, network, and/or internet access is assumed by and is the responsibility of the user.

COPPA Information

The **Children's Online Privacy Protection Act of 1998 (COPPA)** is a United States federal law, enacted October 21, 1998.

The act, effective April 21, 2000, applies to the online collection of personal information by persons or entities from children under 13 years of age. It details what a website must include in a privacy policy, when and how to seek verifiable consent from a parent or guardian, and what responsibilities a website has to protect children's privacy and safety online including restrictions on the marketing to those under 13. While children under 13 can legally give out personal information with their

parents' permission, many websites altogether disallow underage children from using their services due to the amount of work involved.

For educational purposes, the school may act as an intermediary between parents and operators for purposes of granting consent. A web site is allowed to presume that consent provided by the school is based on the school having obtained this consent from parents. By signing this AUP, you give consent for using educational websites assigned in the classroom that require students to setup an account.

For more information on COPPA, go to <http://www.coppa.org>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School 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 School official 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. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 School 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, 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 School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as the following:

- (1) College or other postsecondary education recruitment, or military recruitment.
- (2) Book clubs, magazines and programs providing access to low-cost literary products.
- (3) Curriculum and instructional materials used by elementary schools and secondary schools.
- (4) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
- (5) The sale by students of products or services to raise funds for school-related or education-related activities.
- (6) Student recognition programs.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires (School District) to notify you and obtain consent or allow you to opt your child out of

participating in certain activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical program eligibility.

The School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

GREAT PRAIRIE AEA

Great Prairie AEA staff will be available to partner with Oskaloosa School District staff members to provide the best education possible for your child. These Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child’s teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.

If you have any questions and/or concerns about these services, please call the Regional Special Education Director at the AEA at 1-800-382-8970, ext. 5512.