

SOUTH O'BRIEN ***WOLVERINES***

HIGH SCHOOL STUDENT and PARENT HANDBOOK 2018-19

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NAME_____

ADDRESS_____

CITY/TOWN_____ ZIP CODE_____

PHONE_____

STUDENT NO. _____

Welcome to South O'Brien High School

South O'Brien High School is your school! Hopefully you will participate in some of the many activities available and help promote school spirit that will be a credit to the student body.

All of us want to succeed in life. **SELF-DISCIPLINE is the cornerstone of success.** If you will practice the character-building skills such as concentration, organization, daily planning, and self-evaluation, your experience at school will be successful and enjoyable.

In order for the school to maintain an environment for success, it must operate orderly and effectively and require that students be self-disciplined, respectful, and responsible.

SCHOOL DISTRICT MISSION STATEMENT

The mission of South O'Brien Community School is to prepare students to be responsible citizens and lifelong learners.

SOUTH O'BRIEN K-12 LEARNER OUTCOMES

Graduates of South O'Brien School will:

- be responsible citizens.
- be able to work with and for others.
- be users of resources including technology for information seeking.
- be effective communicators.
- have job skills and be aware of career expectations.
- be aware of positive options for recreation and leisure.
- be lifelong independent learners.

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

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NOTIFICATIONS

ASBESTOS (Policy 804.4)

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters,

reproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned in 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the student to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges. As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

DUE PROCESS

All students will be afforded due process.

FREEDOM OF EXPRESSION

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. Students who violate this policy may be subject to disciplinary measures.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should

contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the principal. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal in the high school office.

INTERROGATION BY OUTSIDE AGENCY (Code 502.9)

As a general rule, students may not be interrogated by individuals from outside the school district. If an individual, such as a law enforcement officer, wished to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, at the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing an interrogation by a person or agency other than a child abuse investigator or an interrogation required through a court order, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

JURISDICTIONAL STATEMENT—BOARD APPROVAL

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and or regulation may result in disciplinary action and any 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 obtain their education or to participate in school activities; 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. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. **Students are expected to know the contents of the handbook and comply with it.** **Students or parents with questions or concerns may contact** the South O'Brien Community School Principal's office for information about the current enforcement of the policies, rules or regulations of the school district.

LEVEL I INVESTIGATORS (Code 402.3)

The legislature requires all schools in the State of Iowa to adopt a uniform procedure for investigating allegations of abuse of students by school employees. South O'Brien School Board has established administrative rules and policy regarding investigations of such allegations. The School Board, in compliance with regulations, has appointed a Level I investigator and an alternate as the contact persons within the school system with whom to initiate a formal complaint regarding possible abuse of a student by school employees. The Abuse of Student Report Form 402.3E1 must be on file with the superintendent before an investigation can occur. The Level I investigators are the guidance counselors in each building. See Board Policy Code 402.3R1 for regulations.

MULTI-CULTURAL NON-SEXIST STATEMENT

Every year, we need to inform the public that the South O'Brien School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status (SES) in our educational programs, activities or employment practices. It is also our policy to present our curriculum in a way that reflects the cultural and racial diversity present in the United States. We need to present careers and roles in America as open to anyone, regardless of race or gender. We make every effort to ensure that our females are performing as well as our males in math and science, as well as our males performing as well as females in the language arts. If you have questions regarding these issues, contact Multi-Cultural Non-Sexist Coordinator, Dan Moore.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law for which the deadline is June 30. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent of schools for information and forms.

SEARCH AND SEIZURE (Policy 502.8)

The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible. It is the policy of South O'Brien High School that searches may include law enforcement and their canine. Such searches are unannounced. Students will be detained in their respective classroom until the search is completed.

SECTION 504

Students, parents, employees and others doing business with or performing services for the South O'Brien Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status (SES) in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities (ADA), Age Discrimination Employment Act – 504 or Iowa Code – 280.2 is directed to contact: Mr. Dan Moore, Superintendent, 216 S Rutledge, PO Box 638, Paullina, IA 51046. Mr. Moore has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Age Discrimination & Employment Act, 504, and Iowa Code 280.3.

EQUAL EDUCATIONAL OPPORTUNITY Code No. 102

The board will not discriminate in its educational activities on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status (SES).

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

The board is committed to the policy that no otherwise qualified person will be excluded from employment on the basis of race, religion, gender, age, national origin, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, gender or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

SECTION 504 GRIEVANCE PROCEDURES

The South O'Brien School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504 should be addressed through the grievance procedure which follows:

LEVEL I: The person who believes he/she has a valid basis for grievance under Section 504 shall informally discuss the complaint with the District 504 Coordinator. The District 504 Coordinator will investigate the document and the complaint including dates of meetings, disposition and dates of disposition, and give written reply to the complainant within five working days of meeting with the complainant.

LEVEL II: If the complaint is not satisfactorily resolved through Level 1, the alleged grievance may be filed in writing by the complainant. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the District 504 Coordinator within five working days of disposition at Level I.

The District 504 Coordinator will appoint a hearing officer within five working days of receipt of the written complaint.

The hearing officer will conduct a hearing regarding the alleged grievance within 15 working days of appointment. The hearing officer shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent, student, or employee may, at their own expense be assisted or represented by individual of their choice, including legal counsel. The hearing officer will present his/her written decision to the District 504 Coordinator and complainant within 10 working days of the hearing.

PROCESS FOR DETERMINING SERVICES

It is the responsibility of the District Section 504 Coordinators to ensure that the following process has occurred: The South O'Brien

School District will identify all students with disabilities who are not receiving an appropriate education through the IDEA "Child Find" program.

A recipient of federal education funds that operates a public elementary or secondary education program, such as our school district, shall annually (1) undertake to identify and locate every qualified individual with disabilities residing in the recipient's jurisdiction who is not receiving public education. If you have a child thought to have a disability and want more information, you should contact either your child's principal or Mr. Dan Moore, Superintendent at the school's central administrative office at 712-949-2115 or at dmoore@soswolverines.org Child find is being carried out pursuant to the requirements of Title VI, Part B of the Individuals with Disabilities Education Improvement Act of 2004 and Section 504 of the 1973

STUDENT PHOTOGRAPHS (506.3)

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

ATTENDANCE

COLLEGE VISITS

Juniors and seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, **juniors and seniors may have two days to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents.**

MAKE-UP PROCEDURE

Make-up work is the total responsibility of the students. One day will be allowed for making up a half day's absence and two days will be allowed for one day's absence. If you feel the due date for your make-up slip should be extended, contact the teacher and principal. You may request homework after 2 days of absence by emailing your child's teachers. Email addresses are available in the Staff Directory on our website.

STUDENT ATTENDANCE (Policy 501.9)

Attendance in every class, every study hall, and every lunch period is required. **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 helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. It is the student's responsibility to make arrangements with each of their teachers to make up work in advance. If advance notification is not possible, **parents should notify the office 949-3454 on the day of the absence prior to 8:30 a.m.**. The school determines whether an absence is excused or unexcused.

EXCUSED AND UNEXCUSED ABSENCES

The number one responsibility of parents and school personnel is to insure that all of our students are SAFE and accounted for. Parents must notify the 7-12 Offices as soon as possible the day of their child's absence to insure that parents and the school know where the child is. If parents have not called regarding the absence the school will call all adult contacts on record for that student to locate the missing child. If that process is unsuccessful law enforcement will become involved to locate the missing the child.

If a student accumulates a total of five (5) absences (excused or unexcused) per semester from any class, a letter, email or phone call expressing concern about these absences will be sent to the student's parents or guardian. A doctor's note will also be required for any additional days missed due to illness after 5 absences. If no doctor's note is received the absences become UNEXCUSED. After nine (9) unexcused absences from any class in a semester the student will be dropped from the class. The student cannot earn any more credit from that class. The student will keep the recorded points at the time they are dropped from the class but will be unable to earn additional points from that point on and their grade will be reflected upon those numbers. The student will be referred into the care of the At-Risk Advisor for the remainder of the semester.

Truants will be required to make up time, on a time for time basis. Students must make up homework for the unexcused absence within 24 hours or a zero will be given. A student determined to be unexcused, or leaving the school during the day without authorization will be handled as follows:

1. For the first skip they must serve "time for time." If the student skips one full day or one half day, the student will have an in-school suspension.

2. Two skips will result in 2 days in-school suspension, any skips after two will be at the discretion of the principal.
3. After three in/out of school suspensions the student and parents may be referred to the Supt. from the Principal with the recommendation of possible expulsion proceedings.

EXCUSED ABSENCES

Regular attendance is absolutely necessary for a student to gain maximum benefit from his/her educational experience. The faculty supports this view by restricting excused absences to the following:

- a. Illness of the student.
- b. Death or emergency illness of the family or close friend.
- c. Working at home when parent/guardian urgently needs help.
- d. Family trips with parent or guardian.
- e. Other absences, which have been pre-approved by the administration.
- f. Unforeseen circumstances may be considered at the discretion of the principal
- g. Medical appointments-Please bring a doctor's note when you return to school and try to schedule routine appointments after school, on early dismissal or no school days.

Consistent with Compulsory Education provisions (as explained in Chapter 299 of the School Laws of Iowa), South O'Brien School District has established the following procedures for dealing with frequent absenteeism.

Upon a student's 5th absence from school (excused or unexcused), a letter, email or phone call may be issued to the student's parents notifying them of potential problems. The parent will be encouraged to contact the school for assistance.

UNEXCUSED ABSENCES

Absences for the following reasons will be unexcused:

- a. Absence, which occurs during the school day, which has not been approved, in advance, by the principal. Students are required to sign out in the principal's office prior to leaving the building and immediately sign in upon their return. Parent contact is necessary, prior to leaving the building.
- b. Skipping-missing a class or school day without permission.
- c. Shopping trips.
- d. Personal employment or job-related absences, unless approved by administrator.
- e. Spectator at a school-related performance or sports event unless approved by the administration.
- f. Appointments which could be arranged other than class time.

Upon returning to school, the student who has been absent must immediately report to the office to sign in.

g. Other examples include, but are not limited to, hunting, haircuts, and oversleeping.

TARDINESS

The only tardiness that will be excused will be that from being detained by another teacher (in which case the detaining teacher will issue a late pass) or because of a late bus. When arriving late to school students must sign in at the office before going to their locker or class. A student will be allowed four unexcused tardies during each semester before consequences will be served. This includes tardies to class. When tardy the fifth time, a 30 minute detention will result. When tardy a tenth time, they will have a 1/2 day of ISS and if any senior students incur a tenth tardy they will forfeit their noon privileges for the quarter or semester. Further tardies will be at the discretion of the principal. "My car would not start", "I was talking on the phone", "I forgot to get up" are all examples of unexcused tardies. Tardies that are a result of automobile troubles will be considered unexcused for both the driver and the passengers. The purpose of the four allowable unexcused tardies is to provide for such unexpected problems.

DETENTIONS

If you receive detention for tardies or for some other violation you will serve one half hour. You may choose the option of making up detention time, the next morning before school at 7:50, immediately after school the same day, or over your lunch time. It is the obligation of bus students to arrange transportation home from school when assigned detention.

The before school detention & lunch time detention provides a way through which students with after school jobs may meet their detention obligations. However, students will be expected to make up their detention. Failure to make up detention time assigned will result in a half a day of in-school suspension, which will be determined at the discretion of the Principal.

REMOVAL FROM CLASS

If, because of your behavior, you are asked to leave a class you are to REPORT TO THE OFFICE AT ONCE. You may not be permitted to return to class and a day of in-school suspension may be the consequence of that action. Failure to report to the office as soon as dismissed shall be considered as a skip and will involve an in-school

suspension. Three (3) removals from the same course each semester will constitute permanent removal for that semester, with credit earned up to the time of the removal and 0 points until the semester's end. Parents will be contacted by the Principal immediately upon any removal from a class and this rule will be gone over with them for complete clarification. Students who have been permanently dismissed from a class for such disruptions will be referred into the care of the At-Risk Advisor for the remainder of the semester.

STUDENT HEALTH, SAFETY, AND WELL BEING

The health, well-being and safety of each student who attends South O'Brien Community High School are of the utmost importance to the staff. All students must conduct themselves in a manner that provides safety for others as well as for themselves. Students are encouraged to notify teachers or administrators whenever they notice the possibility of risk of injury or harm to themselves or to others.

The following are times when you should NOT send your child to school:

- Vomiting or diarrhea within the past 24 hours
- Fever of 100 degrees or higher – should be fever free, without medication, for 24 hours before returning.
- When he or she has a severe cold and/or bad runny nose
- Undiagnosed rash (healthcare provider will need to diagnose)
- Persistent cough
- Sore throat
- If on an antibiotic – should be home the initial 24 hours of treatment
- When your child "looks sick" or has other symptoms that common sense tells you to keep your child home.
- If your child becomes sick at school, you will be called to pick up your child, please make sure the school has up to date phone numbers.

The reason for keeping your child home is that the illness may last longer if the child is out and about and not given care and it may develop into something more serious. The unnecessary exposure of other children and school staff may cause those people to become ill as well.

MEDICATION ADMINISTRATION PROCEDURES

We do not encourage medication being given at school. Arrangements can be made to give most medications at home. If medications must be given at school the following guidelines must be followed:

- **Send prescription medications in the prescription bottle only.** The bottle must contain the child's name, the name of the medication, the dosage and number of times to be given, doctor's name and the other usual information on a prescription bottle.
- **Send over-the-counter medications in the manufacturer bottle only.**
- Do NOT send any medication in an envelope, plastic bag, or any other container. Medication that is not in its original prescription or over the counter container will not be given.
- Written parental permission is required for all prescription and over-the-counter medications.
- Students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.
- School staff shall make a reasonable attempt to return expired, discontinued, recalled or unused medications to parent/guardians by written notification. Medications not picked up by the date specified will be disposed of in accordance with the Iowa School Medication Waste Management Guidance.

ALLERGY AWARE PROTOCOL

South O'Brien CSD is committed to providing a safe and nurturing environment for students. Allergic reactions can be life threatening. The following practices are put in place to help reduce exposure to allergens during school hours.

- All of South O'Brien CSD will designated as allergy aware, during school hours.
- Parents/guardians shall be responsible for notifying the district regarding any allergies or special dietary needs of their child.
- Parents/guardians are responsible for notifying the district of any extra-curricular activities your child is participating in.
- Parents/guardians may fill out a diet modification form if your child has a food allergy.
- The district will notify school personnel of student's allergies.
- All snacks sent to the classroom must be store bought, with an ingredient label that school staff can read, or the snack will not be distributed to the students.

- At the elementary school, students that bring cold lunches will be seated at a designated table.
- Parents/guardians may request a section 504 evaluation.

COMMUNICABLE DISEASES – STUDENTS (507.3)

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's blood borne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed students shall be determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

DENTAL SCREENING

Iowa law requires that all incoming freshmen and out of state transfer students must have proof of a dental exam completed prior to the first day of school. A specific form will need to be completed and signed. A healthy mouth and teeth are important to keep the body healthy, smile, learn without pain and eat. Call the Smile dental program at 712-362-6786 to help find a dentist.

HEALTH SCREENING

Throughout the year, the school district sponsors health screenings which include hearing, done by the AEA. Other screenings which may be done include, height/weight measurements and vision screenings as needed. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

STUDENT HEALTH AND IMMUNIZATION

CERTIFICATES (507.1)

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician is on file at the attendance center. Each student shall submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

STUDENT INSURANCE (507.6)

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program is borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in intramural or extracurricular athletics are required to have health and accident insurance. The student will bring

written proof of insurance or participate in the health and accident insurance program selected by the school district.

STUDENT ILLNESS OR INJURY AT SCHOOL (507.4)

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents, designee given by the parent or qualified medical employees as quickly as possible.

It is the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

HARASSMENT (Policy 403.5 and 502.1)

It is the policy of South O'Brien High School to maintain a learning and working environment that is free from harassment.

It shall be a violation of this policy for students to harass other students or staff through conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or any other form of harassment.

School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board policy and procedures governing harassment within the school setting.

Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator. Procedures for reporting are included in Administrative Regulation JFCMA-R.

PROCEDURES FOR REPORTING HARASSMENT

Students shall follow these procedures when reporting harassment:

Step 1: Communicate to the harasser that you expect the behavior to stop. This may be done verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.

Step 2: If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal
- b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal.

What happened.	What you said/did.
When it happened.	How you felt.
Where it happened.	How harasser responded.

Who harassed. Note exactly what was said.

List any witnesses.

- c. Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the teacher, counselor, or principal you contacted.

Step 3: If the behavior is repeated, go to a higher authority such as building principal or central office administrator.

ANTI-BULLYING/HARASSMENT

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student 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 or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

SEXUAL ABUSE AND HARASSMENT OF STUDENT BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

Physical abuse is a non-accidental physical injury that leaves a mark for at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense, to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such 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 is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

STUDENT ACTIVITIES

ASSEMBLIES

The school district sponsors school assemblies throughout the year. Attendance at these assemblies is a privilege. Students attend

assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to study hall during assemblies.

If parents do not want their child to attend a certain assembly, their written request will be honored and the student will report to study hall.

DANCES

School-sponsored dances must be approved by the principal at least two weeks prior to the dance. Students who leave a dance are not allowed to reenter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. Attendance at Homecoming and Prom is a privilege. This privilege may be revoked for students that are not in good standing.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excluded absences. Prior to attending a field trip, students must return a note signed by the student's parents.

MEETINGS, PARTIES, AND ACTIVITIES

1. All class or organizational meetings must be approved by the sponsors. One faculty sponsor must be present at any meeting. 2. All parties and activities must be approved by the faculty sponsors, the principal, or the superintendent. 3. These activities must be recorded on the school calendar. 4. All parties and activities must be chaperoned by a faculty sponsor. 5. Activities and parties will end at a time approved by the sponsor and administration. 6. Since Wednesday night is church night, no school activities are to be planned on Wednesday evenings after 6:00 p.m. or on Sundays.

NATIONAL HONOR SOCIETY SELECTION PROCESS SOUTH O'BRIEN HIGH SCHOOL DOLPHIN CHAPTER OF NHS

The National Honor Society Chapter of South O'Brien High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council which bestows this honor upon qualified students on behalf of the faculty of our school each spring.

Students in the 10th, 11th, and 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required. Students must participate in at least two student activity organizations and have a minimum of 10 hours of documented community service each year. The completed Student Activity Information Form is submitted along with an essay to make up the Candidate Information Packet.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school attendance and disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's leadership and character. These forms and the Candidate Information Packets are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or nonselection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year and participation in the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Abby Fish, at afish@soswolverines.org or by phone at 712-949-3454.

NHS Timeline

January 11, 2019:	End of 1 st Semester
January 2019:	Invitations sent to NHS eligible students
Early February 2019:	Completed Candidate Information Packets due in high school office
Mid-February 2019:	Faculty Council meets
Late February 2019:	Selection/Nonselection letters sent
March 2019:	NHS Induction Ceremony

SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those that are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

STUDENT GOVERNMENT (504.1)

The Student Council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and licensed employees, will set forth the guidelines for the student government's elections, operations, and other elements of the government.

STUDENT FUND RAISING (504.5)

Students may raise funds for school-sponsored events with prior permission of the board of education.

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

BUILDING PROCEDURES AND POLICIES

ANNOUNCEMENTS

Announcements over the intercom will be kept to a minimum. Staff must have their announcements entered by 8:30 a.m. to make sure they will be included in the emailed announcements sent to staff each morning. These announcements will be read at the end of third period and posted throughout the building. Announcements are subject to approval by the principal. Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal's office. Announcements are also posted on the school website daily (www.soswolverines.org). You may click on "7-12 Announcements."

BOOK FEES

Students pay an annual book fee. Books must be returned at the end of class. If books are not returned, students are charged a replacement fee. Damage to books in excess of normal wear and tear is also charged to the student.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP),

Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal, secretary, at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

COMPUTER USE IN THE MEDIA CENTER

When you sign into the Library Media Center (LMC), you must also sign a sheet to use a computer. Write your first and last name, the period, and the specific reason for using the computer, and what, if anything, you want to print. Start with the computer nearest the north door and fill in the computers going west.

COMPUTER USE POLICY (605.6)

Use of the computer network and the internet will be used in support of education and research and be consistent with the goals and purposes of the South O'Brien Community School District. Students are responsible for good behavior while using computers. General school rules for behavior and communications apply. Computer access is a privilege, not a right, and can be revoked. Students must be supervised while using school computers.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.

Abuse of the computer system may result in a loss of access as well as other disciplinary or legal action. The following are examples of unacceptable behavior:

Level 1:

- Sending, displaying, altering, or printing offensive messages or pictures
- Using obscene language
- Unauthorized browsing or inappropriate use including but not limited to online chatting, shopping, social networking sites, playing games for recreational purposes, and bypassing school filters. Such sites include, but are not limited to Facebook, YouTube, Stumbleupon, Craigslist, EBay, Pinterest, Fantasy Sports, etc...).

Level 2:

- Harassing, insulting, or attacking others
- Using another's password
- Trespassing in another's folders, work, or files

Level 3:

- Damaging or tampering with computers, computer systems, or computer networks

Consequences:

Students who violate the Computer Acceptable Use policy shall be subjected to the following consequences:

Level 1 Consequences and Notifications

1. First Level 1 Violation - A verbal and written "First Level 1 Offense" notice will be issued to the student. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 10 school days.
2. Second Level 1 Violation - A verbal and written "Second Level 1 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 20 school days.
3. Third Level 1 Violation - A verbal and written "Third Level 1 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 30 school days.

*Fourth Level 1 Violation will be considered a Level 2 Violation.

Level 2 Consequences and Notifications

1. First Level 2 Violation - A verbal and written "Level 2 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 60 school days.
2. Second Level 2 Violation - A verbal and written "Level 2 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 90 school days.

*Third Level 2 Violation will be considered a Level 3 Violation.

Level 3 Consequences and Notifications

1. Severity of the offense will be determined by the building principal. Lower levels of severity will lead to an option A consequence, while higher levels of severity will lead to an option B consequence.
2. Option A Level 3 Violation - A verbal and written "Level 3 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for the remainder of school year. In addition, student will receive a minimum of 1 day of out-of-school suspension.

3. Option B Level 3 Violation - A verbal and written "Level 3 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for the remainder of his/her time in K-6, 7-8, or 9-12. In addition, student will receive a minimum of 1 day of out-of-school suspension.

DAILY PLANNER/PASS BOOK

Every student will be given a daily planner/pass book on the first day of school. This book will contain some very important information about character that will enhance our mission of preparing our students to be responsible citizens. Also, the book will contain daily sections where the student can record assignments and other important school information.

ELECTRONIC DEVICES (Policy 509.1)

The use of cell phones, pagers, iPods, MP3 players, hand-held video games, recorders, headsets and other electronic devices by students of South O'Brien Community School District is prohibited during regular school hours. Cell phones may be used by 9-12 students over their scheduled lunch times and during passing time. Cell phones may also be used in classrooms at the discretion of the teacher if being used in an educational setting or for purposes identified as a necessity by the staff member.

If an electronic communication device is seen in possession of a student or heard by a staff member outside of the designated use times, the device will be confiscated from the student for the remainder of the day and the school office will be notified. If a student violates this policy on a second occasion within the school year, the student's parent or guardian will be notified and only said parent or guardian will be allowed to retrieve the device that has been confiscated. If a student violates this policy on a third occasion within the school year, the device will be confiscated and held by the parent or guardian for a period of thirty (30) days. After thirty (30) days it will be returned to the student. An additional violation by the student will result in suspension from school and a written report filed with the Board of Education.

FIGHTING

Any student who is involved in a fight during the school day, at school activities, or on school transportation may be suspended out of school. Fighting is against the law and, as such, the administration may contact law enforcement officials and report all incidents. The school may file charges of disorderly conduct against all parties involved in a fight that are not making a significant effort to avoid

the disruption. When there is a clear victim and a clear aggressor involved, the school will file charges against the aggressor.

FOOD AND POP DURING SCHOOL HOURS

A teacher may designate food and pop as part of the curriculum as a reward. This must be cleared with the principal. Any other practice of bringing food and pop should be reasonable and limited.

ILLEGAL SUBSTANCES FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances.

Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials. Appropriate penalties will be determined by the administration.

INSUBORDINATION

Insubordination toward a school employee may result in suspension for up to five days. Expulsion may also be considered depending on the circumstances.

JEWELRY IN PHYSICAL EDUCATION, ETC.

Students must remove jewelry in PE class and some other classes for safety reasons. With doctor's approval, the student would be able to cover it with some type of protective covering.

LEAVING THE BUILDING (Code 501.11)

Students are not allowed to leave the building or grounds without permission from the principal. If parents request in writing or verbally, the principal may approve the student to leave. All students must sign out in the office. Parents must stop in the office to sign their student out unless they have previously notified the office via a phone call or note. Should a student leave the school building or grounds without permission, parents will be contacted for safety of the student. Students will be allowed to retrieve their physical education (PE) clothing from their car without signing out in the office. All other trips to your car require signing out in the office.

LEAVING THE CLASSROOM

Passing time between classes is four minutes in length. Therefore, use of the restroom, going to the office or locker should easily be accomplished during passing time; thus passes to leave the classroom should be kept to a minimum. Time spent in the classroom is valuable

learning time and should be regarded as being important to a successful educational experience.

LIBRARY SERVICES

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library. All library materials are available to all students on an equal basis. Students will be required to pay the cost of replacement for damaged or lost materials.

SCHOOL LUNCH

All students who wish to do so may eat hot lunch. If students choose not to eat hot lunch, they may eat cold lunch in the cafeteria. Only seniors may leave the school building during the lunch period unless the principal grants special permission.

Students should maintain a positive balance in their lunch accounts. Overdrawing lunch accounts is discouraged; however, if the need arises students will be allowed to charge up to \$5.00. After the limit has been reached, students will be allowed only one milk, fruit and peanut butter or butter sandwiches.

OPEN CAMPUS

Seniors are allowed lunchtime open campus privileges. This means that seniors have earned the privilege to leave campus during lunchtime. You are expected to return to campus for your class immediately following the lunch period on time. Returning late from lunch may be grounds for suspension of open campus privileges for those seniors. If any senior tardy exceeds 10, that student will forfeit open campus privileges until the end of the quarter or semester. Lunch hour may be closed for seniors as per an administrative rule.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

PUBLIC DISPLAY OF AFFECTION

It is the belief of the faculty, administration, and the members of the Board of Education that the school is not the place for the display of affection between students. Examples of types of action considered as improper in school are holding hands, embracing, close body contact, hands in improper places, kissing, and similar types of actions.

Violations will result in 1. Conference with principal, 2. Parents notified 3. Appropriate disciplinary measures taken if the action continues.

PUBLICATIONS (504.3)

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the publications advisor.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- obscene •libelous •slandorous or• encourages students to:
- commit unlawful acts;
- violate school district policies, rules or regulations;
- cause the material and substantial disruption of the orderly and official operation of the school or school activity;
- disrupt or interfere with the education program;
- interrupt the maintenance of a disciplined atmosphere; or
- infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

SCHOOL DAY

Students may be present on school grounds before 7:30 am. or after 4:00 p.m. only when they are under the supervision of an employee or an extra-curricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 30 minutes of dismissal.

CARE OF SCHOOL PROPERTY/VANDALISM (502.2)

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

STUDENT APPEARANCE (502.1)

There is a strong connection between academic performance, a student's appearance and student's conduct. Inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students,

employees and visitors on school property or on property within the jurisdiction of the school district.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. The standards will be those generally acceptable to the community as appropriate in a formal school setting and that does not disrupt the school or educational environment.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and purpose intended. Clothing or other apparel promoting products illegal for use by minors including but not limited to; alcohol and tobacco; vulgarity, racial or sexual remarks; clothing displaying obscene material, sexual innuendoes, profanity, or reference to prohibited conduct; and hats, are disallowed.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate and students must comply with the stricter requirement. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety the student may be required to make modifications, change their clothing or leave the school. As a guideline the following apparel is prohibited:

- No hats or head coverings are allowed without permission.
- No night/bedtime gowns or lingerie.
- No crop tops or tank tops may be worn (unless another shirt is worn underneath.) Another pair of shorts should be worn over biking shorts.
- Shirts, skirts, and shorts will be of appropriate length, not distracting nor embarrassing to the wearer, teacher, or other classmates. Shirts must not expose the midriff area. No undergarments may show at any time.

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

STUDENT BOOK BAGS

In consideration of student safety, teacher mobility, and order in the classrooms, student bags should be kept in the lockers during the school day. The principal (or designee) may grant exceptions to this rule. Examples: an injured student needs to use crutches or a student has other mobility problems.

STUDENT LOCKERS (502.5)

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at

school. It is the responsibility of each student to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

STUDY HALL POLICIES

1. One student may sign out to each restroom at a time.
2. **The first 25 minutes of every study hall will be quiet and no electronic devices will be allowed during this quiet time unless being used to complete school work.**
3. Students may not sign out to a teacher's room without a pass from that teacher.
4. Students must bring school work and no signing out to lockers for the first ten minutes of the class period.
5. Only water in a clear bottle is allowed in study hall. Food is not allowed.
6. Students on the progress report list may not sign out to anywhere except the restroom. Students may get off the progress report list in study hall with a written note from the teacher as proof of improvement or completion.
7. All students need to sign back into study hall before the end of the period.

TELEPHONE USE DURING THE SCHOOL DAY (509.1)

Generally, students receiving telephone calls from a parent or guardian during the school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Cell phones may be used by 9-12 students over their scheduled lunch times and during passing time. Cell phones may also be used in classrooms at the discretion of the teacher if being used in an educational setting or for purposes identified as a necessity by the staff member.

THROWING SNOWBALLS

Due to the possibilities of injuries to others and damages to property, students are not to throw snowballs while on school property, or at anyone or anything on school property or from across the street. This includes throwing snowballs at school-owned busses and other school-owned vehicles. Anyone observed doing any of the above mentioned will be subject to detention time.

USE OF MOTOR VEHICLES (502.10)

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive park in the areas designated by the principal.

Students who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the board determines the need exists for the school license.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

VALUABLES/SAFEGUARDING MONEY IN SCHOOL

It is highly recommended that students not leave valuables or money in their lockers. If a student finds it necessary to bring large sums of money to school, it should be left in the principal's office or with the PE teacher. The PE teacher has locks available for use in the locker rooms.

WEAPONS (Policy 502.6)

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

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

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

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

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

SCHOOL TRANSPORTATION

ACTIVITY BUS (Code 711.3)

The school district may sponsor an activity bus to transport students to and from school activities or practices. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students will ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport their child home.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES (Policy 711.2)

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extra-curricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

All students in our school system who ride a bus are subject to regulations until they get off at their school or the bus stop near their home. Any misbehavior which distracts the driver is a **VERY SERIOUS HAZARD** to the safe operations of the vehicle, and as such, jeopardizes the safety of all passengers.

Each school bus and driver has been supplied with a School Bus Incident Reporting System which reflects the rules of student conduct.

BUS SAFETY RULES

1. FOLLOW DIRECTIONS FROM THE BUS DRIVER.
2. BE COURTEOUS.
3. NO PROFANITY, SMOKING, OR ALCOHOL.
4. KEEP THE BUS CLEAN; PICK UP AFTER YOURSELF.
5. VIOLENCE IS PROHIBITED, NO PUSHING.
6. REMAIN SEATED AT ALL TIMES AND KEEP AISLE CLEAR.
7. NO EATING OR DRINKING ALLOWED ON THE BUS.
8. KEEP HANDS, FEET, AND OBJECTS TO YOURSELF AND INSIDE THE BUS.
9. DO NOT DESTROY PROPERTY.
10. DO NOT DISTRACT THE DRIVER THROUGH MISBEHAVIOR.
11. LOAD AND UNLOAD THROUGH THE FRONT DOOR ONLY.
12. BE ON TIME AT DESIGNATED STOP.
13. PERMISSION SLIP NEEDED FOR ANY BUS CHANGES.
14. GOOD CONDUCT POLICY RULE IN EFFECT.
15. NO LIGHTING MATCHES, CIGARETTE LIGHTERS, ETC.
16. ALWAYS CROSS IN FRONT OF THE BUS AFTER THE DRIVER SIGNALS.
17. OTHER INAPPROPRIATE BEHAVIORS MAY RESULT IN BUS INCIDENT REPORTS.

CONSEQUENCES - If a student is reported for inappropriate behavior, the principal will take the following disciplinary action:

- **Offense #1**- A warning to the student with a report to his/her parents. It is hoped that the parents will help prevent reoccurrence.
- **Offense #2**-One-day suspension of riding privileges. A report will be given to the parents and superintendent.
- **Offense #3**-Automatic suspension of riding privileges-the length of time to depend on the seriousness of the infraction. A parental conference with the principal must be held prior to riding privileges being reinstated.
- **Severe Cases**-If the first offense is of a serious nature, a student may be suspended after the first offense. Further problems may result in permanent suspension of riding privileges for the year.
- **Damage Report**-A student that does damage to any school vehicle will be held accountable for the damages.

IT IS HOPED THAT ALL PARENTS WILL TAKE THE TIME TO REVIEW SCHOOL BUS CONDUCT POLICY WITH THEIR CHILDREN SO THAT THEY KNOW THAT YOU KNOW WHAT IS EXPECTED OF THEM.

STUDENT INFORMATION AND RECORDS

CUSTODY AND PARENTAL RIGHTS (Code 506.1 & 507.7)

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one

family member over another in a disagreement about custody or parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

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

COURT ORDERS (Code 507.7)

The school should be made aware of any existing court orders related to students in our system. A copy must be on file with the building principal and superintendent in order for the school to recognize the court order. No contact orders restrain the defendant from having contact with the victim or victim's family. Contact is herein defined to include messages from the defendant which would be threatening, harassing or annoying relayed by other persons, and phone calls.

EDUCATIONAL RECORDS—RIGHT TO EXAMINE RECORDS (Policy 506.1)

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

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 educational records. They are:

(1) The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15 to the principal. The objection needs to be renewed annually.

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

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the Board may deny admission if the student is not willing to provide the board with the necessary information. In addition, any student who is transferring into this district and has been found to be ineligible for extra-curricular activities in his/her previous school will normally be expected to fulfill the ineligibility at this school. The actual details for regaining eligibility will be determined by the administration.

EMERGENCY INFORMATION (Policy 506.1)

At the beginning of each school year, and when changes occur, we ask that parents notify the school of any changes that may take place on the emergency information form on file. This would include address, phone number, emergency contact person and phone number, etc. Please keep us informed of this information so that in the event of an emergency, we will make every effort to notify you.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodian arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

PROCEDURES FOR STUDENTS TRANSFERRING TO SOUTH O'BRIEN HIGH SCHOOL

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district reserves the right to deny admission to any nonresident student unless the student is complying with open enrollment procedures.

The school district shall request the student's cumulative records from the previous school district. Class determination will be done after transcripts are reviewed. If the student cannot offer proof of grade level, the guidance counselor will make the grade level determination. The guidance counselor may require testing or other information to determine the grade level.

The guidance counselor shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the guidance counselor's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the board with the necessary information. In addition, any student who is transferring into this district and has been found to be ineligible for extra-curricular activities in his/her previous school will normally be expected to fulfill the ineligibility at this school. The actual details for regaining eligibility will be determined by the administration.

PROCEDURES for STUDENTS TRANSFERRING to ANOTHER SCHOOL/SCHOOL DISTRICT

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent, are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parent consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

STUDENT ACADEMICS

ALTERNATIVE HIGH SCHOOL/LEARNING CENTER:

A minimum expectation is 15 hours of attendance per week at the alternative high school. If the student is not meeting the above criteria, NCC may recommend the student be dropped from the program at the end of the semester.

Students who attend the alternative high school will receive a South O'Brien High School diploma (providing they meet South O'Brien graduation requirements.)

Students who attend the Learning Center for credit recovery will do so at their own expense.

APPLICATION FOR EARLY GRADUATION (505.6)

Students at South O'Brien Community High School may choose to graduate early, i.e. with less than eight semesters of attendance. Early graduation requires the applicant to submit this application form to the high school principal on or before December 1 of the year of final enrollment unless there are extenuating circumstances.

The following guidelines will apply to those requesting early graduation:

1. Must earn the required number of credits and pass all required classes.
2. Will not be permitted to participate in any extra-curricular activities after the conclusion of their final semester of attendance.
3. Will be no formal graduation ceremonies held at mid-year. Students may participate, however, in regular graduation ceremonies held at the end of the school year.
4. Students may participate in prom activities, but must understand and follow rules, which apply, to students enrolled at South O'Brien Community High School.
5. Final class rank will be determined at the conclusion of the second semester of the year the student would normally graduate.
6. Parental approval is required and must be given by signing the "Early Graduation" application.
7. Students who fail to meet graduation requirements during the semester, which they have sought to graduate early, must enroll as a full-time student the following semester while attempting to meet graduation requirements.

Students who wish to pursue early graduation should request the Early Graduation Form from the building principal. Application must be submitted on or before the first day of school of December of the year the student requests to graduate early.

CHANGING AND DROPPING CLASSES

To change or drop subjects after school has started, students must complete a "Student Schedule Change Permit." The deadline for dropping a subject and transferring to another subject is at the end of the first week (three school days) of each semester. Students who

would like to drop courses at any other time during the year should be aware of the following regulations: 1. If a course is dropped during the first week of the semester, no mention of it will be made on the student's permanent record card. 2. Any class dropped after the first week of the semester will be recorded as a WF or WP on the permanent record card if the class is a 7th or 8th academic class and special permission is obtained from the principal and/or guidance counselor. A WF stands for withdraw fail which is given to a student failing the course at the drop time and may effect extra-curricular eligibility. A WP stands for withdraw pass which is given to a student passing the course at the drop time. All students must be enrolled in at least six classes plus PE.

CLASS LOADS

Students must be registered for six classes per semester unless prior permission is granted by the principal. If a teacher recommends removal of a student from a class, a committee will meet and decide whether the student will be removed from that class.

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students.

GRADE POINT AVERAGES

Grade point averages and class rank for all students will be determined as follows:

1. Only a student's semester grades will be used. College courses do not count in GPA.
2. Any system used by the teacher will eventually produce a letter grade. These letter grades will be reported on the report cards as a nine weeks grade. Semester grades only are used to figure the student's grade point average and class rank. The following system will be used to figure the GPA of a student:

A = 4.000	A- = 3.667	B+ = 3.333	B = 3.000
B- = 2.667	C+ = 2.333	C = 2.000	C- = 1.667
D+ = 1.333	D = 1.000	D- = 0.667	F = 0.000
3. Grades earned by each student during his 9th, 10th, 11th and 12th grade years will be used in determining cumulative grade point averages.

GRADUATION (505.7)

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. Students are not required to participate in the graduation ceremony.

GRADUATION REQUIREMENTS—45 total credits (Policy 505.5)

Language Arts— Eight (8) credits: English 9 - 2 credits; English 10 - 2 credits; Literature elective - 1 credit; Composition elective - 1 credit; Speech - 1 credit; Language Arts elective - 1 credit.

Social Studies— Seven (7) credits: World History (Grade 9) - 2 credits; American History (Grade 10) - 2 credits, American History II or American Studies (Grade 11) - 2 credits; Government (Grade 12) - 1 credit.

Mathematics— Six (6) credits: Mathematics credits are all electives. Two credits are required during the ninth grade.

Science: Six (6) credits: Biology (Gr. 9)—2 credits; Physical Science (gr. 10) —2 credits; Science Electives—2 credits.

Physical Education: One (1) per semester: General PE—.5 credits; CPR & General PE—.5 credits.

***All students are required to successfully complete physical education each semester unless the student presents a medical excuse signed and dated by a doctor. Doctor's excuses are subject to review at the beginning of each semester.

Workplace Readiness: One (1) credit (Grade 11 or 12).

Health Education: Two (2) credits Healthy Lifestyles (Grade 9, 10, 11, or 12).

Electives: 15 credits.

GUIDANCE PROGRAM

The school district guidance program is designed to meet the developmental needs of all students. The counselor provides support in the areas of academic opportunity, personal/social needs, and career education. This is done through guidance curriculum, individual counseling, small group counseling, responsive services, school-wide programs, individual planning, and system support.

HONOR ROLL AND ACADEMIC HONORS

The school district honors students who excel academically. High Honors: maintain a 3.75-4.00 grade point average. Honors: maintain a 3.25-3.74 grade point average.

Students must be carrying a full class load (six subjects plus PE) to be placed on either of the above honor rolls. Any student with a D, F, and/or Incomplete for a grade at the end of the grading period will not be considered for the honor rolls.

INCOMPLETE GRADES

Students who have assignments that are not completed at the end of a nine-week, or semester grading period, shall receive a letter grade of "I". Students will have five days from the end of the quarter/semester. Failure to complete the make-up of these assignments will result in the student receiving an "F" grade for the incomplete work. A final semester or nine-week grade will then immediately be determined. Students who experience a lengthy illness or other unusual circumstances may be

granted additional time by the principal to make up their incomplete assignments.

POST-SECONDARY ENROLLMENT

All students in eleventh and twelfth grades will be reimbursed for tuition and other costs directly related to a post-secondary course taken during the school year - up to \$250. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

The following factors shall be considered in the determination of whether a student will receive academic or vocational-technical credit toward graduation requirements:

- a) the course is taken from a public or accredited private post-secondary educational institution;
- b) a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district;
- c) the course is in the discipline area of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;
- d) the course is a credit-bearing course that leads to a degree;
- e) the course is not religious or sectarian, and
- f) the course meets any other requirements set out by the board.

Students in grades eleven and twelve who take courses **outside the school district's borders** shall be responsible for transportation without reimbursement to and from the location where the course is being offered.

Students who fail the course and fail to receive credit shall reimburse the school district for all costs directly related to the course. Prior to registering for the course, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with a school board's decision shall appeal to the AEA for a waiver of reimbursement.

SYSTEM OF GRADING

Report cards are provided at the end of each nine-week period or are available online. Only semester grades are used to determine grade point averages. When a student moves to our school district from one where percentage grades are used, the following table will be used to convert percentages to a letter grade unless the other school provides a conversion table.

The grading table designated to be used by the SOS High School.

- A 93-100
- B 86-92
- C 78-85
- D 70-77
- F 69 & Below

Plus and minus grades will be assessed at the teacher's discretion.

ACADEMIC INTEGRITY

South O'Brien JH/HS is a place where learning and knowledge are based on the core values of respect, excellence, accountability, consideration, and honesty. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain those standards and strive for continuous improvement. We expect students to take responsibility for their actions and thus maintain academic honesty and a positive learning environment.

Webster's New Collegiate Dictionary

Simply put, academic integrity means doing schoolwork honestly. Cheating is gaining advantage dishonestly; plagiarism, a form of cheating, is presenting someone else's words or ideas as if they were your own. Students are sometimes legitimately unsure about what is acceptable, and what isn't. Teachers should clearly communicate their expectations to students, and make every effort to avoid situations in which students are confused about how they are expected to meet assignment requirements.

TYPES OF VIOLATIONS

Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Facilitation: Helping or attempting to help another student violate any provision of the Academic Integrity Policy.

Falsification: Making up information/data or a citation in any academic exercise.

Plagiarism: Representing the words or ideas of another as one's own in any academic exercise.

Each classroom teacher has developed their own procedures in regards to academic integrity and these will be discussed with the students at the beginning of each class.

STUDENT SUSPENSION AND EXPULSION

STUDENT SUSPENSION

The Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff.

The principal of each school building may temporarily suspend a student for a period not to exceed five (5) days for disciplinary reasons by following the due process procedures. The minimal due process procedures include the right of students to:

1. Be given oral and/or written notice of the charge.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if he/she denies the charges.
4. Be given an opportunity to explain the situation.

The superintendent may extend the suspension upon the principal's request, for a total of no more than ten (10) days. The president of the Board shall be advised immediately and in writing of all short-term and extended suspensions.

Re-admissions of the student after short-term suspension will be done by the building principal. Readmission after extended suspension may occur following a hearing conducted by the superintendent. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the Board for expulsion.

The informal hearing shall be attended by the superintendent, the principal, the student, the parents, and any other parents deemed appropriate by the superintendent or requested by the parent or the student.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior, in addition, legal action may be instituted against the student.

SUSPENSIONS AND EXPULSIONS

Serious breaches of conduct or a series of minor offenses may lead to suspension from school in recommendation of the principal. In severe cases, students may be expelled from school by actions of the Board. Areas involving breaking of rules where Board Policy on student suspension may be invoked:

1. Possession of tobacco products or their use on school property or at a school event.
2. Drinking or under the influence on school property or at a school event.
3. Use of drugs or under the influence on school property or at a school event.

4. Insubordination and/or defiance of a reasonable request made by a teacher or administrator.
5. Use of "vulgar" profanity at a school event or on school property.
6. Leaving of a school building without requesting permission from the office at any time other than the scheduled lunch period for those students who have earned open lunch.
7. Leaving a classroom while class is in session without permission from the teacher.
8. Potentially dangerous or unlawful conduct or action on school property.
9. Deliberate attempt to circumvent basic rules of conduct.
10. Cutting or skipping of a school day or a portion thereof which would exceed three hours in a school day.
11. Any action or effort to disrupt the school or a classroom or which may be considered disruptive to the teacher and/or other students. This includes violent, destructive and serious disruptive behavior.
12. Defacing, destruction, or deliberate damage of school property.
13. Repeated violation of teacher classroom rules or removal from classroom.
14. Bullying, cyber-bullying, fighting, harassment, threats, and racial slurs.
15. Stealing

STUDENT EXPULSION

Students shall conduct themselves in accordance with policies identified at the building level as well as those specifically developed by the Board. Students who fail to abide by that policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness will testify;

3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
 4. The right to be represented by counsel;
 5. The results and finding of the board in writing open to the student's inspection;
- In addition to these procedures, a special education student will be provided with the following procedures:
1. Determine whether the student is actually guilty of the misconduct.
 2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement, discussions and conclusions of this meeting should be recorded.
 3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedure.
 4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
 5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

Procedures for Handling Expulsions

1. A board decision to suspend must be made by an absolute majority of the board and not merely a majority of those in attendance. The vote shall be by roll call.
2. The Superintendent, student or his/her representative may request the hearing before the board be held in closed session. After due consideration, the board may determine by an affirmative roll call vote of two-thirds (2/3) of its members present that the matter before it involving the possible expulsion of the student is an exceptional reason so compelling as to override the general public policy in favor of public meeting, and hold the hearing in closed session. The student, his/her parents and their representative may be present. A vote taken on the issue of whether to expel a student shall be an open public meeting and shall be by roll call vote.

Hearing Procedure

1. A written statement of the alleged misconduct given as grounds for the proposed board expulsion will be given to the student's parents or legal guardians at least five (5) calendar days before the hearing. Such statement will include the names of those school officials and teachers having knowledge of the reasons for the proposed board expulsion. The written statement will be accomplished by a copy of the board policy and rules pertaining to procedures for board expulsion of students. The student will not be removed from school until after a hearing has been held and a decision made whether the student should be expelled by board action.
2. A written notice of the date, time, and place of the hearing will be given to the student's parents or legal guardians at least three (3)

days before the hearing. This provision may be waived by written agreement of the parties.

3. If the parents or legal guardians of a student cannot be notified, or cannot be present at the hearing because of extenuating circumstances, and request a postponement, the board shall postpone the hearing until the parents or legal guardians are notified and available to be present. Such request for postponement should be made at least forty-eight (48) hours prior to the scheduled hearing time.
4. If the student has reached the age of eighteen (18) at the time the alleged acts took place, the student is then authorized to make decisions, sign documents and obtain representation on his/her own behalf and may elect to be represented by his/her parents or legal guardians. However, notice shall also be given to the parents as outlined above unless the student shows that he/she is no longer dependent upon or residing with his/her parents and does not want them notified.
5. If the student, the student's parent, guardian, or representative do not request postponement for cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them. In such an event, the record will show a factual determination by the board that sufficient and proper notice was given the parties and no postponement was requested.
6. Permission will be granted for the appearance of counsel or other representation.
7. The opportunity will be granted prior to the hearing, for the student or his/her representative to examine copies of documents to be used as evidence. Permission will be granted for the student or his/her representative to discuss the matter with administrators, teacher and other witnesses at times which will not be disruptive.
8. The superintendent or his/her designee shall present evidence in behalf of his/her recommendation. An attorney hired by the board may not present evidence and at the same time advise the board.
9. Witnesses at the hearing, or persons whose testimony has been submitted in written form, if available, shall be subject to cross-examination by any party as is necessary for a full and true disclosure of the facts.
10. The opportunity will be granted for the student or his/her counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, the student shall not be punished for refusal to testify, nor shall such refusal in any way be construed as an indication of guilt.
11. The board's decision will be in closed session and based solely upon evidence introduced at the hearing.
12. Within five (5) calendar days of the hearing the board will mail or have delivered to the student and his/her counsel a written statement of the board's decision and the factual basis for it.
13. A verbatim record of the hearing shall be made by mechanized means or shorthand reporter. Such record shall be kept by the district for a minimum of one (1) year and, with the exception of the board

deliberation shall be made available to the student or his/her representative upon request and at a reasonable cost.

14. Nothing shall prevent the immediate board expulsion of a student when the student's continued presence on the school grounds would endanger his/her safety or wellbeing, the safety or well-being of other members of the school community or substantially interfering with the proper functioning of the school. In the instance of an immediate board expulsion, a hearing will be held within ten (10) days to determine future action of the board. Such a hearing will be conducted in the spirit of due process envisioned in items 1 through 13.

Conditions for Readmission

1. The board may consider, and by majority vote of those present, grant readmission to a student expelled by board action at any time and upon any condition it may determine.

Appeal

1. A decision may be appealed under Chapter 290, Code of Iowa.
COMPLAINT of INJURY TO or ABUSE of a STUDENT by a SCHOOL EMPLOYEE

Please complete the following as fully as possible. If you need assistance, contact the designated investigator in your school.

Student's name and

address: _____

Student's telephone #: _____ Student's school: _____

_____ Name and place of employment of school

employee accused of abusing student: _____ Allegation is of ____physical/____sexual abuse *

Please describe what happened. Include the date, time, and where the incident took place, if known, and the nature of the student's injury; if physical abuse is alleged:

_____ Were there any witnesses to the incident, or are there students or persons who may have information about this incident? Yes____ No ____

If yes, please list by name, if known, or classification (for example "third grade class", fourth period geometry class"):

Has any professional person examined or treated the student as a result of the incident? Yes____ No____ Unknown____

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known:

_____ Has anyone contacted law enforcement about this incident? Yes__ No__

Please provide any additional information you have which would be helpful to the investigator. Attach additional pages if needed.

* Parents of children who are in pre-kindergarten through sixth grade and are the alleged victims of or witnesses to sexual abuse have the

right to see and hear any interviews of their children in this investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right: Yes____ No____ Telephone number _____

Your name, address and telephone number: _____
Relationship to student: _____

Complainant Signature _____ Witness Signature _____

Date _____ Witness Name (please print) _____

Witness Address _____

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused is a teacher or holds a teacher's certificate) for investigation of this incident. The filing of this report does not deny you that opportunity.

You will receive a copy of this report, and a copy of the Investigator's Report (if you are the named student's parent or guardian), within fifteen calendar days of filing this report, unless the investigation is turned over to law enforcement.

EMERGENCY INFORMATION

EMERGENCY CLOSING OR INCLEMENT WEATHER

If school is canceled in the morning before school starts, is dismissed during the day, or a decision is made to start late due to weather, please be advised that it will be announced on the following radio and television stations:

KICD Spencer	AM 1240 FM 107.7
KCHE Cherokee	AM 1440 FM 92.1
KIWA Sheldon	AM 1550 FM 105.3
Local TCA Channel	
KTIV	Channel 4
KCAU	Channel 9
snowcaponline.net	

EMERGENCY DRILLS (Policy 507.5 and 804.2)

Periodically, the school holds emergency fire, tornado, and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

FIRE DRILL INSTRUCTIONS

Fire drills will be held periodically. You are asked to follow instructions carefully. You should know how to leave the building from each room you may be in during the day.

1. The fire alarm is an intermittent alarm sound.
2. All books must be left in the room during the fire drill.
3. Do not go to your locker to get your coat, etc.
4. Walk rapidly, but do not run.
5. Unnecessary noises and talking are to be avoided.
6. When outside of the building, go at least fifty yards from the building and report to your advisor to take attendance.
7. Await the return signal before reentering the building.

INCLEMENT WEATHER

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the radio and television stations. The missed day may have to be made up at a later date, if school is dismissed because of inclement weather after the school day has begun; parents are notified by the same means. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extra-curricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. If the extra-curricular activity is to be held, attendance shall be optional, and students and parents are notified by the same means as above.

TORNADO SAFETY PLAN

General instructions:

1. An announcement from the office will be used as the warning alarm.
2. Stay away from glass doors and windows.
3. Stay out of the gymnasium and all areas with large beams in the ceilings.
4. The position to take for the greatest safety is kneeling with hands locked at the base of neck.
5. Remain quiet and orderly until the all-clear signal is given.

EXTRACURRICULAR ACTIVITIES

ATTENDANCE/ELIGIBILITY

To be eligible for an activity, students participating must:

- be enrolled or dual-enrolled in school;
- be under 20 years of age if in athletics, music, or speech activities;
- be enrolled in high school for eight semesters or less if in athletics, music, or speech activities;

- not be a member of a college squad, nor trained with a college squad, nor have participated in any college contest, nor engaged in that sport professionally;
- be in school by 12:00 p.m. the day of the activity unless prior permission has been given by the principal for the student to be absent; to be absent for the whole day and still be eligible for the scheduled event, it must be approved by the building principal.
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student;
- meet certain academic standards. These standards shall apply to all students in grades 9-12 who participate in any extracurricular activity, including, but not limited to, athletics, cheerleading, clubs, organizations, drama, music, and speech.

DROPPING EXTRACURRICULAR ACTIVITIES

Students voluntarily dropping out of extracurricular activities must obtain a "Drop Permit for Extracurricular Activities" from the sponsor of the activity or the principal's office. If a student is dismissed by the sponsor from further participation in an extracurricular activity, the same form must be completed with the exception of the parent's signature.

STUDENT CONFLICT WITH SCHOOL-SPONSORED ACTIVITIES

When a student has a conflict because two school-sponsored events are being held on the same day, a state event* will always take precedence. When the activities are state-sanctioned or school-sponsored and are not a state event*, the parents and student will decide which event to attend and the principal/teacher/coach will honor that decision as final. No student will be punished in any way due to this parental decision. (*state event - state basketball tournament game, state track meet, all-state music, etc.)

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES Clarify ineligibility for homecoming, prom & other social activities

The Board of Directors of the South O'Brien Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school 365 days a year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule and Academic Ineligibility and communicate this information in a timely manner to students, parents, and staff.

The following activities are covered by board policy and these rules: Athletics, designated instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and dance team, or any other activity where the student represents the school outside the classroom.

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

HIGH SCHOOL ACADEMIC ELIGIBILITY STATE-MANDATED “NO PASS, NO PLAY RULE” FROM IOWA CODE 36.15 (2)

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
 - b. All contestants must be under 20 years of age.
 - c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. **Coursework taken from a postsecondary institution and for which a school district grants academic credit toward high school graduation shall be used in determining eligibility. In other words, students who fail jointly administered college classes, or withdraw from them after the first drop date, will be ineligible for athletics for 30 days starting with the first day of competition.**
- (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. For the purposes of this subrule, “grading period” shall mean the period of time at the end of which a student in grades 9-12 receives a final grade and course credit is awarded for passing grades.
 - (2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions (not practices) in which the contestant is a contestant for 30 consecutive calendar days.
 - (3) These rules govern all IHSAA and IGHSAA sanctioned sports including but not limited to – cross country, volleyball, football, basketball, wrestling, track, golf, softball and baseball.

THE IHSAA (SPEECH) AND THE IHSMA (MUSIC) “NO PASS, NO PLAY”

Iowa Code requires that, because these activities do not have “seasons” and since they are not included in the DOE rule, they require students to serve immediately the next 30 days.

The Iowa High School Athletic Association does not recognize the 30 days served for music or speech, so students will be required to sit out an additional 30 days for the next athletic competition they participate in as outlined above.

CHEER/DANCE “NO PASS, NO PLAY”

Cheer/Dance team eligibility falls under local academic eligibility. The guidelines for the South O'Brien Cheer/Dance team will follow the same guidelines as the other athletic activities under the policies of the Iowa High School Athletic Association, as outlined above. However, the Iowa High School Athletic Association does not recognize the 30 days served for cheer/dance, so students will be required to sit out an additional 30 days for the next athletic competition they participate in as outlined above.

LOCAL ACADEMIC ELIGIBILITY

Remaining school activities fall under local policy for eligibility guidelines including any other activity where the student represents the school outside of the classroom.

Student academic progress will be checked every two weeks. Students may become ineligible for extracurricular activities (athletics, music, other) for the next two weeks (10 consecutive school days) if the student has 2 F's or 2 incompletes, 3 D's, 1 F or incomplete and 2 D's. A week of ineligibility runs from Sunday through Saturday.

Initially, when a student has 2 F's or 2 incompletes, 3 D's, 1 F or incomplete and 2 D's, the student is put on probation for 2 weeks. During the probationary period, each student is given 2 weeks to raise his or her grades. If the student raises their grades they remain eligible. If a student does not raise their grades, they will become ineligible the next academic eligibility cycle.

A watch list will be maintained for students that have an F or Incomplete and D or 2 D's.

Progress reports will be mailed to parents every two weeks. Students who fall behind in their work and are at risk of failing their class(es) will be referred to the Student Assistance Team (counselor, student advocate, and principal.) The school will report interventions on the Comprehensive School Improvement Plan (CSIP).

TRANSFER STUDENTS-GOOD CONDUCT RULE

If a student transfers from another Iowa school or school district and the student had not completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible *if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

NON-SCHOOL TEAM PARTICIPATION

A student who is participating in a sport sponsored by the school may participate in that sport as an individual or as a member of a team in an outside school event during the same season in which the school sport is scheduled. If this policy is to continue, it will be the expectation of the school that school activities, such as practice or games, take preference over other activities involving that same sport outside of the school's jurisdiction. If the student would miss practice or a game to participate in a non-school sponsored activity involving that sport, the student may be involved in sanctions such as decreased playing time, loss of position, or even removal from the team, if warranted.

GOOD CONDUCT POLICY (503.4R1)

STATEMENT OF PHILOSOPHY:

It is the belief of the South O'Brien Community School District that our students should conduct themselves as good citizens if they desire to represent the South O'Brien Community School District at public performances. It is a privilege and honor to be able to represent your school. Students who participate in extra-curricular activities should realize that they serve as role models for other people and their attitude and behavior can have a great impact on these people.

A student whose habits and conduct are not consistent with the ideals, principles, and standards of the South O'Brien Community School District may be declared ineligible to participate in extra-curricular activities. This applies during the full calendar year and includes habits and conduct both in and out of school.

CONTROLLED SUBSTANCES, ALCOHOLIC BEVERAGES, TOBACCO, UNLAWFUL ACT:

Any participant observed with possession of or using a controlled substance, alcohol, or tobacco by school officials, admits to school officials or to law enforcement officers, or is placed under the Juvenile Court Services will be declared ineligible.

First Offense:

1. If the student admits within three (3) school days of the violation to the principal (or designee), the ineligibility will be the next three (3) scheduled competitions/performances.

2. Violators who do not admit their guilt within three (3) school days will be dealt with in the following way: Ineligible for the next seven (7) scheduled competitions/performances.

Second Offense:

1. If the student admits within three (3) school days of the violation to the principal (or designee), the ineligibility will be the next seven (7) scheduled competitions/performances.
2. Violators who do not admit their guilt within three (3) school days will be ineligible for scheduled competitions/performances for twelve (12) calendar months.

Third Offense:

1. Ineligible for all scheduled competitions/performances in all extracurricular activities for the remainder of his/her high school years.
2. After twelve (12) calendar months, the student may appeal to the Board of Education for reinstatement.

GENERAL INFORMATION:

1. Suspensions will accumulate over a participant's four year high school career. (i.e., the count does not start over each year).
2. A participant who has committed a third offense will be granted a right to appeal their permanent suspension after a one year period of time provided no additional violations have occurred.
3. An ineligible student must practice with the team and attend all team functions but cannot be in uniform for a scheduled competitions/performances. If the suspension is 12 months or greater, the ineligible student will not be expected to practice or attend all team functions.
4. A student must be in attendance, at a minimum, for the second half of the day in order to be eligible for a school-sponsored activity. Exceptions may be made by the principal or designee.
5. A student will be ineligible during the period of an appeal if the offense is appealed.
6. A student who is ineligible may not go out for an extracurricular activity for which practice has already started to help satisfy the number of public performances that must be missed.
7. During all vacations, all references to "school days" in this Good Conduct Policy shall become "business days". Students should notify school personnel (coaches or administrators) within three (3) school or business days.
8. When a student has a violation and they do not participate in any extra-curricular activities, these will be maintained for 12 calendar months should the student decide to participate in the future.

DUE PROCESS:

All students are entitled to their due process, and shall have the right to file a formal complaint alleging violation of his/her rights to the above policy.

Level One: Superintendent

After the decision has been made to declare a student ineligible, the student and/or the parents/guardians shall have three (3) school days to file an appeal with the superintendent. The appeal shall be heard by the superintendent at the earliest feasible opportunity, but no later than seven (7) days following the filing of the appeal. A decision in writing will be rendered by the Superintendent within three school days after receipt of the written appeal.

Level Two: Board of Education

An appeal of the decision of the superintendent may be made to the Board of Education. The appeal shall be made with the secretary of the Board of Education within three (3) school days of receipt of the superintendent's decision. The Board of Education will hear the appeal no later than the next regularly scheduled meeting. This will be a closed session unless the student and/or the parents/guardians request that the hearing be in a public session.

General Due Process Provisions:

- A grievance not processed within the time limits of any step of the procedure by the grievant shall be considered resolved on the basis of the last answer.
- In the event a grievance is filed at such time that the supervisor, teacher, principal, or superintendent is absent from duty, such grievance shall be resolved upon return to duty by the above mentioned parties.
- A student will be ineligible during the period of an appeal if the offense is appealed.
- The student may be represented by legal counsel during any or all phases of the appeal process.
- Any appeal and/or decision shall be in writing.

SCHEDULED COMPETITIONS/PERFORMANCES:

The following is a list of those school activities that will be counted as scheduled competitions/performances and those that will not count.

Performances that count toward a student regaining eligibility include (may not be all inclusive):

Athletic

Baseball	Golf
Basketball	Softball
Cross Country	Track
Cheer/Dance	Volleyball
Football	Wrestling (shared)

Non-Athletic

Competitive Speech	Dinner Theatre
FFA Competition Teams	Jazz Band
Model UN	Quiz Bowl
Show Choir	Vocal Select Groups
Solo/Ensemble Contests	

Miscellaneous: the student must be a designated member of a group before the infraction for that performance to count.

Scheduled competitions/performances that DO NOT count toward a student regaining eligibility: jamborees, scrimmages, pre-contest music recitals/parents' night, dinner theater cooking or any committee work (may participate but may not get out of school time), yearbook, newspaper, prom, graduation exercises, and dances.

ELIGIBILITY POLICY

A student ruled ineligible for extracurricular activities due to failing grades or a Good Conduct Policy violation must serve their ineligibility during the current (if currently involved in an activity) or next activity in which they participate. The student must practice with the team during the ineligibility period of time and must finish the season in good standing. If the student does not finish the season, the ineligibility will continue in effect during the next activity in which they are involved.

SHARED ATHLETES POLICY

Student athletes are permitted to participate in only one athletic activity during any sports season. Seasons are defined as follows: Fall – until the football state championship, Winter – until the boys basketball finals, Spring – until the state track meet, Summer- until the state baseball tournament. There is the possibility that certain sports seasons will overlap; e.g., track and softball. In the case that an athlete is in two sports that overlap, he/she must make it clear which sport is the “primary sport” with the understanding that meets/games take priority over practice.

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