

Ogden Bulldogs



OGDEN COMMUNITY HIGH SCHOOL
Student/Parent Handbook
2017-2018

732 West Division Street
P. O. Box 250
Ogden, Iowa 50212
www.ogdenschools.org

Principal/Attendance.....	275-4034
Fax.....	275-4972
Guidance/Athletic Director.....	275-2289
Fax.....	275-4972
Music.....	275-4986
Media Center.....	275-4975
Food Service.....	275-2909
Superintendent.....	275-2894
Bus Barn.....	275-2058

MISSION STATEMENT

Engage, Educate and Empower

VISION STATEMENT

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

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VISION STATEMENT

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Description of the OHS History

The first school in Ogden was opened shortly after the town was founded in 1866. The first classes were held on the second floor of a store building in downtown Ogden at 330 West Walnut Street. The first schoolhouse was built in 1870 on the Southeast corner of First and Elm streets. The first building in which high school courses were offered was built in 1875 at the corner of NW 2nd and Sycamore Streets. This building was destroyed by fire in 1894 and rebuilt on the same site. A more modern high school was built in 1915 in the same block and served until 1968. The construction of the current high school began in April of 1967 and was moved into December 19 and 20, 1968. In 1889 the first class completed the prescribed high school course of study and the county superintendent of schools conducted examinations in a room over what was the City State Bank building on Walnut Street. The members of the first graduating class were Lilian Nelson and Eugene Clark.

School Song, School Colors and School Mascot

School Mascot: BULLDOG

School Colors: ROYAL BLUE AND WHITE

School Song: OGDEN FIGHT SONG (On Wisconsin)

ONWARD OGDEN, ONWARD OGDEN,
BEATS THEM EVERY TIME,
WHEN THE GAME IS OVER,
VICTORY WILL BE THINE.
(RAH, RAH, RAH!)

ONWARD OGDEN, ONWARD OGDEN,
SHOW YOUR COLORS TRUE.
EVERYONE AT O-H-S
IS BACKING YOU.

ONWARD OGDEN, ONWARD OGDEN,
FIGHT RIGHT THROUGH THAT LINE,
SEND THE BALL RIGHT DOWN THE FIELD BOYS,
TOUCHDOWN EVERY TIME.
(RAH, RAH, RAH!).

ONWARD OGDEN, ONWARD OGDEN,
SHOW YOUR COLORS TRUE
EVERYONE AT O-H-S
IS BACKING YOU.

Staff

Board of Education	Mr. Pete Bergstrom, President Mrs. Jessica Siler Mrs. Sally Good	Mr. Matt Van Sickle, Vice President Mrs. Camille Sloan-Schroeder Ms. Melissa Dunlap, Sec/Treasurer
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Administration	Mrs. Jenn Peter, Principal
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Faculty/Staff	Mrs. Doralene Abdel-Halim	228	Hospitality & Tourism
	Mrs. Cassie Ahrens	203	Associate
	Mrs. Vickie Anderson	OFFICE	Secretary
	Ms. Shelley Angle	203	Associate
	Miss. Terri Bohr	134	Social Studies
	Mrs. Dena Boyd	133	Social Studies
	Mr. Jeremy Britton	22	Instrumental Music
	Mr. Jacob Burger	GYM	P.E./Health
	Mrs. Susan Casey	MC	Associate
	Ms. Abby Delp	203	Associate
	Mrs. Linda Dutcher	206	Language Arts
	Miss. Marissa Erickson	216	Science
	Mr. John Fuller	219	Science
	Mrs. Tish Germer	109	ELP
	Mr. Rick Hamilton	20	Industrial Technology
	Mr. Scott Hill	105B	Special Education
	Mrs. Julie Hinman	MrOFFICE	Secretary
	Mrs. Christina Janssen	208	Mathematics
	Mrs. Holly Johnson	227	Business / CTE
	Mr. Michael Jones	22	Vocal Music
	Mrs. Joann Myers	104	Language Arts
	Ms. Kara Kruse	C111,B12	Art/At Risk
	Mr. Andrew Skinner	20A	Mathematics
	Mrs. Joni Miller	ICN	1:1 Associate
	Mrs. Kim Peterson	105A	Associate
	Mrs. Michelle Reimers	211	Spanish
	Mr. Tim Rons	203	Special Education
	Mrs. Laura Skalicky	214	Associate
	Mrs. Samantha Sperling	GUIDANCE	Guidance/Counseling
	Mr. Jesse Sundell	MC	Technology Coordinator
	Mrs. Tammy Wirtz	OFFICE	District School Nurse
	Mr. Ben Van Wyk	E103	AD/At-Risk Coordinator

Custodians	Mr. Billy Oleson (Head Custodian) Mr. Daniel Byerly Mrs. Diane Davis
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Cafeteria Staff	Mrs. Cindi Sprecher (Food Service Director) Ms. Sheryl Thomas Ms. Janice Keasey
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Student Activity Sponsors & Coaches	Freshmen Class Sponsor Sophomores Class Sponsor Juniors Class Sponsor Seniors Class Sponsor	Mr. Sundell, Mr. Fuller Mrs. Dutcher, Mrs. Skalicky Miss Erickson, Mrs. Casey Mr. Britton, Miss Bohr, Mrs. Peter
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	Student Council	Miss Bohr, Miss Erickson, Ms.Kruse
	National Honor Society	Miss Bohr
	Art Club	Ms. Kruse
	C.M.S. Club	Mr. Casey, Miss Erickson, Mr. Fuller
	Cheerleaders	Mrs. McCloud, Ms. Novotny
	Annual	Mrs. Johnson
	Instrumental Music	Mr. Britton
	Vocal Music	Mr. Jones
	Magazine Sales	Mrs. Boyd
	Drama/Plays	Mr. Jones, Mrs. Casey
	Speech - Large Group	Mrs. Casey
	Speech - Individual	Mrs. Myers
Athletics	Activities Director	Mr. Van Wyk
	Football	Mr. Burger, Mr. Fuller,
	Boys' & Girls' Cross Country	Mr. Ryan Kobliska, Mrs. Cornelis
	Boys' Basketball	Mr. David Morris, Mr. Lake
	Girls' Basketball	Mr. Van Wyk, Mr. Hale
	Boy's' & Girl's Golf	Mr. Johnson
	Boys' Track	Mr. Burger, Mr. Kobliska
	Girls' Track	Mrs. Boyd, Mrs. Sperling
	Baseball	Mr. Smith, Mr. Reutter
	Softball	Mr. Moses, Mr. Porter
	Volleyball	Mrs. Sperling, Ms. Bennett
	Wrestling	Mr. Sundell, Mr. Broer

CLASS OFFICERS

Student Council - Terri Bohr, Marissa Erickson, Kara Kruse, Jenn Peter

President: Madison Motz
V. President: Patrick Glenn
Secretary: Seth Bishop
Treasurer: Jonah Tews

9th: Amber Braniff, Stephen Flynn, Lennon Schriever

10th: Emma Blair, Margo Christensen, Lauren Kennedy, Denali Loecker, Ryan Nichols, Gabby Ross

11th: Cole Bennett, Lucas Elsner, Allea Klauenberg, Kayden Kruse, Charlie Lake, Aiden Skalicky

12th: Hannah Booth, Camryn Buxton, Blake Gregory, Jacob Hinman, Aubrey Keenan, Noah Snedden, Maranda Wheelock, Matthew Wirth

Class of 2018 (12th gr.) - Jeremy Britton, Terri Bohr, Jenn Peter

President: Hannah Booth
V. President: Maranda Wheelock
Secretary / Treasurer: Camryn Buxton

Class of 2019 (11th gr.) - Marissa Erickson, Susan Casey

President: Charlie Lake
V. President: Cole Bennett
Secretary/Treasurer: Kayden Kruse

Class of 2020 (10th gr.) - Linda Dutcher, Laura Skalicky

President: Lauren Kennedy
V. President: Margo Christensen

Class of 2021 (9th gr.) - Jesse Sundell, J. C. Fuller

National Honor Society - Terri Bohr

President: Patrick Glenn
V. President: Hannah Booth
Secretary/Treasurer: Jonah Tews
Current members: Hannah Booth, Jeffrey Chumbley, Patrick Glenn, Jacob Hildreth, Jonah Tews, Maranda Wheelock

CMS Club - John Casey, Marissa Erickson, JC Fuller

President: TBD
V. President: TBD
Secretary/Treasurer: TBD

Jurisdictional Statement

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. Public displays of affection and similar inappropriate relationship behavior are prohibited.

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 co-curricular 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 regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to 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 co-curricular activities. 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.

Homeless Children and Youth [501.16]

The District: shall make reasonable efforts to identify homeless children and youth within the District, shall encourage their enrollment in school, shall eliminate existing barriers in District policies and procedures which may serve as barriers to their enrollment, and shall ensure that homeless children and youth have equal access to the same free public education, including public preschool education, as is provided to other children and youth.

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

Liaison: The middle school/elementary principal shall serve as the District's liaison for homeless children and youth.

The entire District policy regarding homeless children and youth may be found in board policy under code 501.16.

Equal Educational Opportunity [102]

The Ogden Community School District does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the high school principal, and can be reached at 515-275-4034. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills, Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891- 8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

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.

School Fees [503.3]

The school district charges fees for certain items including but not limited to, textbook rental, towels and locks, activity tickets, instrument rental, etc. An additional fee is charged for books not returned or books returned with damage beyond normal wear and tear. Parents or students who believe they may qualify for temporary financial hardship (i.e., meet income guidelines for free or reduced price lunch, foster care, Supplemental Security Income, transportation assistance under open enrollment) should contact the Superintendent’s Office at registration for a waiver form. This waiver does not carry over from year to year.

STUDENT SCHOLASTIC ACHIEVEMENT

Graduation Requirements [605.5]

To receive a high school diploma from the Ogden Community Schools a student must successfully complete the following graduation requirements in grades 9-12:

Language Arts	40 credit hours <i>(including Eng 1 and 2, and (5) cr hrs of writing/comm and (5) cr hrs Speech)</i>
Social Studies	30 credit hours <i>(incl American History and Government)</i>
Science	30 credit hours
Math	30 credit hours
Physical Education	1 credit hour <i>(each semester enrolled for total of 8)</i>
Workplace Readiness	10 credit hours
Electives	<u>105 credit hours</u> <i>(including ten credit hours from the applied arts)</i>
Total	233 credit hours

Early Graduation [505.5]

Students may be permitted to graduate at the end of a semester or summer session, provided all graduation requirements are met, except that one credit hour of physical education shall not be required for each semester the student is graduating early (but 233 total credit hours shall be required). Students must complete their final semester at the Ogden High School in order to qualify for early graduation, except that a student may complete his/her final graduation requirements during the summer. Students desiring to graduate early must file an application with the high school principal by October 1 of the prior year (their junior year). Under unusual circumstances, the deadline may be extended to the beginning of the first semester of the senior year. Students graduating early will be ineligible for participation in instructional, co-curricular and class activities, except that they may attend prom and commencement activities after the semester or summer in which they complete their course work. The diploma will not be awarded until spring.

Student Progress Reports and Conferences [505.1]

Students/Parents are able to access their grades and produce a grade report at any time via Infinite Campus. Grades are posted to Infinite Campus for all students at grade reporting times (mid-terms and semesters). Progress reports are mailed to poorly performing students at grade reporting times. The office updates student transcripts at the end of each semester. The office produces official report cards and transcripts when requested/needed. Parents/Guardians are encouraged to access Infinite Campus.

Students who receive an incomplete in a class must complete the class within one week after the start of the next quarter; the teacher with permission of the principal may grant extensions. Failure to finish an incomplete may result in a failing grade and loss of credit.

Parent-student-teacher conferences are scheduled twice a year. At this time you may visit with your student's teachers. Parents are encouraged to contact a teacher any time they feel a conference would be beneficial by e-mail, that can be found on our website www.ogdenschools.org or by calling 275-4034.

Testing Programs [505.4]

Students are given standardized tests annually to assess a student's ability, aptitudes, and interests. The Iowa Assessments testing program is carried on for all students in grades 9-11. The following tests are available for students if needed:

Grade 10: PLAN: given to sophomores as a pretest for the ACT Test

Grade 11: National Merit Scholarship Qualifying Test and ASVAB, ICAM's: Only for juniors who wish to enter the National Merit Scholarship competition

Grade 11 and 12: American College Test (ACT), COMPASS (Voluntary) - college admission/placement

NOTE: Please check with the guidance counselor on the exact date and time this test will be given.

Scholastic Aptitude Test (SAT) - used by some colleges for admission

Health Education [603.5]

Students may elect to take classes with instruction in human growth and development as an elective. 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.

Open Enrollment

Iowa's Open Enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. By State law, 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. Students interested in open enrolling out of the school district must contact the Superintendent's office for information and forms.

Class Load

Students are required to take a minimum of 31 credit hours each semester with a minimum of 25 credit hours earned in academic classes to be considered a full-time student. Five credit hours may be a class or a combination of band (5 CH not in GPA) and/or Mixed Chorus/9th Chorus (3 CH not in GPA) and/or Chamber Choir (3 CH not in GPA).

Adding/Dropping Courses

If it becomes necessary to change a course you are taking during the year due to some unforeseen circumstances, a conference must be held with the counselor. Existing grades will be assigned to any course dropped. Generally, no changes will be made after the first three days of the semester (see Course Planning Guide).

1st three days of first semester available for drop.

2nd full week through mid-term students will be asked to complete the following procedure:

- Meet with counselor.
- Meet with teacher and have teacher sign drop and/or schedule change form.
- And/or meet with principal.
- Meet with parents.

The following results will be made to the student's transcript:

- If the student is passing at the time of the drop, a WD will be recorded on the transcript. This will not affect grade point or eligibility.
- If the student is failing at the time of the drop, a FW will be recorded on the transcript. This will affect grade point average and eligibility in the same way as a failing grade.

After midterm = no changes are recommended.

Any changes made after the 30th day of the semester, a failing grade will be recorded on the student's transcript, regardless of the student's current grade, which will affect grade point and eligibility.

Student Honors and Awards [505.3]

ACADEMIC LETTER

Awarded to all students who are on the Honor Roll for three consecutive semesters with a Grade Point Average of 3.1 and a "Lamp of Knowledge" pin for each succeeding semester. Students who transfer to Ogden from another High School may transfer one semester of a 3.1 GPA from another high school and combine it with two semesters of 3.1 at Ogden.

AMERICAN BAR CITIZENSHIP AWARD

This award is to be made to a senior who during their high school years has demonstrated a comprehension of what good American citizenship amounts to and the traits of good citizens in day-to-day activities and personal life, both in school and out.

BERNIE SAGGAU AWARD

Given to a senior whose behavior, both in and out of school, shall be of such high quality as to bring credit to the student, the family and the school. This behavior shall have demonstrated a respect for rules, laws, our country and its symbols, as well as our Constitution.

BULLDOG ACHIEVEMENT CLUB

Students who are on the Honor Roll and earn a 3.70 Grade Point Average for any quarter.

DREAMER AND DOER AWARD

Dreamers and Doers are students who exemplify the "4 C's" - Curiosity, Confidence, Courage and Constancy. Awarded to a senior.

WEST CENTRAL ACTIVITIES CONFERENCE

Senior must have participated in a WCA Conference activity and have a GPA of 3.5 or better. Certificate will be awarded at the end of the school year by each member school.

HONOR ROLL

The Honor Roll is announced at the end of each semester. To be placed on the Honor Roll a student must earn at least a 3.0 Grade Point Average with no grade lower than "C" and no incompletes.

#1 CLUB

Nominated by the staff based on one or more of the following criteria: 1) service to Ogden High School, 2) outstanding attitude, 3) noteworthy cooperation, 4) unusual initiative, 5) a unique contribution to school life.

PERFECT ATTENDANCE

The Perfect Attendance award is exactly what its name implies. This recognition is presented for the school year. Special recognition is given to seniors that have one or more years of perfect attendance including their senior year with a special medal presented to a graduating senior who has not missed a day in four or more years.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE / IMPROVEMENT

Criteria include B+ average, 80 percentile on the ACT/SAT, 12 credits in basic courses (English, Math, Science, Social Studies, Foreign Languages, and Computer Sciences).

PRINCIPAL'S LEADERSHIP AWARD

A senior who has demonstrated the ability to combine academic excellence and exemplary leadership in school and community activities.

SILVER CORD

Silver Cord is awarded to graduating seniors that have completed 200 hours of volunteer service during their high school career.

STUDENT OF THE MONTH

Voted on by the staff to recognize any OHS student exhibiting the following: 1) Academic Performance, 2) Character, 3) Leadership, 4) Deportment, 5) Attitude, 6) Co-operation, 7) Improvement, 8) Effort, 9) Activities (in school and out of school).

SEMINAR TIME

OHS is committed to helping students achieve high academic success. Seminar time is everyday except Wednesday from 3:09-3:30. During this time, students needing to make up work or receive more help may be required to attend by their teacher. Students may also chose to go to certain teachers to get extra help. Students receiving a failing grade after a grading period will be required to stay for seminar. Students not required to attend seminar, are dismissed for the day at this time. If a student is required at seminar time and fails to appear, this will be treated as a truancy. Students should not schedule themselves for work or other commitments prior to school being dismissed at 3:30.

Students requested by multiple teachers will use the following schedule to determine which class takes priority: Monday, English, Tuesday, Math, Thursday, Science or Social Studies, Friday, any class. The cafeteria and media center will be open and supervised during this time for students that have been dismissed for the day but chose not to leave the building.

Semester Tests

A semester test/activity will be given in every 5-credit class, with the exception of band. Students are expected to remain in the testing area for the entire scheduled time. Semester tests may not exceed 20% of the entire semester grade. The semester test experience is a time where the students have the opportunity to showcase their acquired learning throughout the semester.

Post-Secondary Enrollment Options-Dual Credit [604.6]

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses that are not offered by the high school.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail 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 school district.

Students interested in participating in this program should contact the counselor. OHS offers dual credit courses onsite. Students who fail the course or do not receive credit in the course, will not be allowed to enroll in future dual credit options.

Compulsory Attendance [501.3]

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. **Students who are absent (in whole or in part) two through five periods will be considered as absent for one-half day, six periods or more a full day.**

Students who know they will be absent are expected to notify the office prior to the absence and are expected to contact teachers for make-up work. If advance notification is not possible, parents must notify the office at 275-4034 on the day of the absence prior to 8:20 a.m. If notification is not received, the office will attempt to contact the parent at their emergency number. The absence will be considered unexcused unless the student brings a note signed by their parents to the office explaining the reason for the absence or the parent calls the school by the end of the day of the absence.

The school determines whether an absence is excused, unexcused or a truancy. **Excused absences** include, but are not limited to, personal illness; serious illness, injury or death of a family member; family or personal emergencies approved by the principal; recognized religious observances; medical/dental/business appointments which cannot be made other than during school time; funerals; court appearance; needed at home by a parent (on a limited basis); suspension from school; and other reasons which can be justified from an educational standpoint with approval from the principal. Classes missed because of attendance at a school-sponsored activity will not be considered an absence; however, the student will be required to make up work missed. Students may be required to provide a signed doctor's excuse for excused absences. **Unexcused absences** include, but are not limited to, shopping, missing class to get a driver's license/hair appointments/senior pictures/etc. that can be arranged other than during class time, work for an employer (unless approval is obtained from the principal in advance), superficial or non-imperative reasons. Unexcused absences may be subject to one or more of the following:

- A. Lunch detention
- B. Loss of privilege day
- C. In-school suspension;
- D. Removal of school privileges.

Truancy is defined as an absence from school, class, detention or other school-directed assignment without the prior consent of the school and the parent. The consequence for truancy may include loss of privileges, including cell phone. Repeated truanies may result in suspension or expulsion.

Students who need to **leave the school building during the school day** must receive permission from the office (failure to do so will be considered truancy). Students who return to class or arrive after the school day has begun must first report to the office and present a signed note from their parents to the office for readmission (unless the parent has called the school). It is at the discretion of the administration whether the student's tardy will be excused. Students are not released to anyone other than their parents or another parent-approved adult during the school day unless the office has a note signed by the student's parents.

Students are responsible for arranging to **make up schoolwork**. Students who know they are going to be absent must make arrangements with teachers in advance to make up schoolwork. When an absence is not anticipated, schoolwork assigned on the day of the absence(s) must be made up within two times the number of days absent, not to exceed five days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. If the absence is prolonged (three or more days), the parent should make arrangements to get the student's assignments.

Tardies

Students are expected to be in class/school on time. Arriving late to class disrupts the lesson already in progress for the student, teacher, and other classmates. Being punctual is a life skill. Classroom teachers will review their arrival expectations at the beginning of each semester. Classroom teachers will be expected to notify students when they have been assigned a tardy. Students who are counted tardy may be subject to the following consequences:

- A. Teacher must address tardies 1 – 3 with the students individually and notify the parents.
- B. Upon the 4th tardy to an individual class, students will be required to serve detention.
- C. If the tardy issue continues the student and parent will be required to attend a meeting with the teacher, counselor, at-risk teacher, and building principal to devise a plan of action to address the ongoing tardy behavior.
- D. If the student does not meet with school personnel, they will be assigned to an isolated area for their lunchtime and/or study hall(s) on an increasing schedule of consequences until a meeting takes place.
- E. If an extreme pattern of tardiness to class develops, the principal may use his/her discretion in assigning further consequences, which may include but are not limited to: detention, in-school suspension, receiving a failing grade in the class, being scheduled into a correspondence class at the student's expense, out of school suspension, and appearing before the school board where expulsion will be considered.

Excessive Absences

When the student has accumulated 5 absences from a specific class or study hall in a semester, the parents, student, and the Student Assistant Team will be notified. When the student has missed a total of 10 periods of a specific class in a semester, the administration will investigate the student's attendance

record. At either point a hearing may be called by the administration for the Student Assistant Team to determine whether or not the student will have consequences for the excessive absences.

The Student Assistant Team will rule in any number of the following ways:

- * No action - absences justified
- * Student will be scheduled for detention time as per board policy
- * Place the student on probation with specific attendance guidelines and possible removal of school privileges; reconvene the committee if the student exceeds the newly set standard
- * Recommend that a student remain in the classes missed with no credit to be given for work assigned during the time missed.
- * Evaluation by AEA Personnel.
- * Allow the student to remain in class with stipulations.
- * If, in the opinion of the committee, all possible solutions to the problem have been exhausted or if the student fails to follow committee recommendations, the student will be removed from the class
- * Recommend student be dropped from his/her classes for the lack of attendance and rescheduled into a correspondence class at parental expense.
- * Recommend the student be dropped from the class and receive a failing grade.
- * Refer case to the county attorney.
- * Recommend to the Ogden Board of Education expulsion proceedings commence.

Attendance and Classroom Performance

Teachers have the option of assigning participation points to their classes. While assignments may be made-up upon returning to class, the interactions, collaborative exchange ideas, teachable moments, as well as classroom activities, cannot be fully duplicated at a later time. **Make regular attendance a necessity.** Such points would be affected due to lack of attendance or tardiness.

College Visits

Juniors and seniors are encouraged to visit college/post-secondary campuses on weekends or school holidays. Students are encouraged to take college visit days on early dismissal days if taken during school time. However, if that cannot be arranged, juniors and seniors may be excused up to three days cumulative their junior and seniors years (which will not affect the student's attendance record)/four days or more (which will affect the student's attendance record) to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents.

Family Night [508.2]

Wednesday night is designated as family night. No school functions, practices, or games will be scheduled after 6:00 PM on this night. The only exception would be if an agency or group outside of the school schedules tournaments or meetings on this night.

Inclement Weather

When school is canceled/delayed because of inclement weather prior to the start of the school day, students and parents are notified over WHO (1040), KWBG (1590 AM or 96.1 FM), KWMT (540 AM), KDLS (1310 AM or 105.5 FM), WOI-TV (Channel 5) and KCCI-TV (Channel 8). The missed day may have to be made up at a later date. Students and parents can also be notified using the Remind app. Directions on how to sign up for this reminder are available in the high school office.

Procedures regarding activities if school is canceled or dismissed early:

1. If school is canceled for the day prior to the time that buses are dispatched to their routes or if buses are dispatched and pick up students but are turned around to take students home before classes begin, then—all activity practices or performance sessions scheduled for that morning shall be canceled. Additional practice sessions for that morning shall not be scheduled. A decision will be made later in the school day by the school administration relative to afternoon and evening practices and performances.
2. If it is announced that the morning school session will begin one/two hour(s) late, then all practice sessions normally scheduled prior to school for that morning will be canceled.
3. If school is dismissed early during the morning session, then—activity practice sessions shall not be scheduled after the morning early dismissal. A decision will be made later in the school day by the school administration relative to afternoon and evening practices and performances.

4. If school is dismissed prior to 3:30 p.m. during the afternoon session, then—afternoon and evening activity practice sessions shall be canceled. Announcements will be made as soon as possible relative to performance or competitive activities scheduled for that evening.

STUDENT HEALTH, WELL-BEING, AND SAFETY

Student Health and Immunization Certificates [507.1]

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the nurse.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. A physical exam is highly recommended on entering high school. Students participating in athletics/cheerleading are required to provide a school district physical examination form signed by the student's doctor/health care professional stating the student is physically fit to perform in athletics/cheerleading 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. Physicals are in effect for 13 months. Students with an expired physical will be unable to participate in practices and games. By law a yearly signed concussion form must be on file for students who participate in extracurricular activities.

Tobacco/Nicotine-Free Environment [502.7]

Ogden Community Schools supports and adheres to the State Law that prohibits the use of any tobacco/nicotine/vaping products on our grounds, in our buildings, vehicles, or at any school-sanctioned activity or event. Violators will be subject to disciplinary action as described in board policy.

Emergency Plans and Drills [507.5]

Periodically the school holds emergency fire, building evacuation and tornado 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.

A. Fire Drills (Fire Alarm Will Sound)

1. Be sure all windows and doors are closed before you leave your room.
2. Go quickly as a class to the designated exit:
West Exit (back of school): Rooms C207, C210, C111, 227, 228, ICN, GUID
North Exit (teacher parking lot): Rooms 102, 103, 109, 133, 134, 214, SSC
Front Exit: Rooms Auditorium, 104, 203, 208, 211, 212, C205, 105A, 105B
Media Center: Back Exit
Supt. Office: Outside Door
Gym: Closest North or Back Exit
Lunch Room: East End Doors
Locker Rooms: East or Back Exit
Music Rooms: Back Exit
Industrial Arts: Back Exit or Doors
Administrative Offices: Front Exit
Kitchen: Back Door
3. In case of barrier blocking designated exit, go to the next closest exit.
4. As a class proceed to the designated evacuation site and remain there until the all clear is given.
5. Assume that all drills or alarms are the real thing.
6. Teachers: Take your student roll with you.

B. Tornado Drills

1. A verbal warning over the intercom system will be followed by the sounding of the Tornado Alarm.
2. All students and staff proceed to the nearest safety area as indicated below and remain there until the all clear announcement is made:
 - All students and staff on the MAIN FLOOR seek shelter in the Guidance/SSC complex, including the back conference room;
 - SECOND FLOOR students and staff closest to the east stairwell seek shelter in the main office complex. Students and staff closest to the west stairwell seek shelter in the main floor west restrooms and custodial closet. Spillover should go to the district office storage room.
 - Students and staff in the CAFETERIA seek shelter in the restrooms nearest the AD Office.
 - Students and staff in the GYMNASIUM, INDUSTRIAL ARTS CLASSROOMS/SHOP, AUDITORIUM and MUSIC area are to seek shelter in the locker room complex.
3. Teachers' Instructions:
 - a. At the first sign of warning, take your student roll and go with your students to assigned areas.

C. Building Evacuation

1. An announcement will be made over the intercom system that will include information about where we are evacuating.
2. Following the announcement the warning signal will sound.
3. Teachers:
 - take their student roll with them
 - leave the room "as is" and the door open
 - be sure to review all procedures for a building evacuation in each of their classes-there will be unannounced drills
 - keep students you are responsible for together, take roll when you arrive at the building we are evacuated.
4. Students are not to take their book bags or food/beverages (girls may take their purse if they have one with them) AND THEY ARE NOT TO GO TO OR STOP AT THEIR LOCKER. Students are to leave their book bags ON THE FLOOR of the room they are in.
5. There is a possibility that we will have to make up time lost due to bomb scares. Making a false bomb threat is a federal offense punishable under United States Code 18-844e, with a penalty of up to ten years in prison, \$250,000 fine, or both. This penalty also applies to juvenile offenders.
6. To allow student to be available to law enforcement personnel, students are not to leave the building to which they were evacuated. Law enforcement will give approval when to leave. Parents must come and sign out their student.
7. Cell phones are to be turned off unless given permission by law enforcement to have them on.
8. If appropriate, Ogden Community Schools Transportation will be called regarding buses. If students are not going to be allowed to board buses at the evacuation site then the buses will not go to that site. Students who normally ride a bus to an evacuated site will remain at their school of attendance.

D. A. L. i. C. E. Event Protocols – A = Alert; L = Lockdown; i = Inform; C = Counter; E = Evacuate

ALERT	Notification via intercom (best case scenario) to "Enact ALiCE protocols" or personal observation of teacher to initiate in the absence of a formal announcement.
LOCKDOWN	Secure and lock classroom door and seek additional information via telephone, etc. Students should remain calm and quiet; attempt to remain out of sight of hallway traffic.

INFORM	Teacher should seek additional information, as available; use of telephones for communication and windows for observation.
COUNTER	Prepare students for possibility of counter offensive; identify projectiles or other possible defense mechanisms including loud voices, sudden movements, swarm technique, etc. Prepare to act as needed to defend personal safety.
EVACUATE	Unless specifically instructed otherwise, seek to evacuate students and staff as soon as safe to do so. Leave all non-essential items behind. Take crisis bag, if possible. Remind students to meet at Rally point. Students should be deterred from using vehicles to evacuate. Once Rally point is reached, begin taking attendance and await law enforcement directives.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the Principal's Office if the information on the emergency form changes during the school year.

Administration of Medication to Students [507.2]

All Over the Counter and Prescription medications require a signed Parental Authorization. The medications must come in the original containers. The prescription label will act as the physician's authorization. All labels must be current. Medications for Asthma/Airway that will be carried and self-dispensed by students must have a parent and physician authorization form on file in the nurse's office before student can carry the medication. Medications are held in the office and administered by a secretary or the school nurse. Medication must be in the original container.

Student Illness or Injury at School [507.4]

A student who becomes ill or is injured at school must notify their teacher and come to the office as soon as possible to be checked by the school nurse or office staff. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the nurse feels the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

Student Insurance [507.6]

Student health and accident insurance is available to students through local insurance agencies.

School Nurse

The school nurse is available in the office from 7:30 - 8:20 a.m. daily. See one of the office secretaries if you need the nurse at other times during the school day.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. 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.

Communicable Diseases-Students [507.3]

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question

about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

Abuse of Students by School District Employees [402.3]

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.

The school district has designated Tammy Wirtz at (275-4266) and Samantha Sperling (515-275-2289) as its Level I Investigators [alternates Dave Neubauer (275-4716) may also be contacted directly]. The Level II Investigator is the Boone County Sheriff's Office (515-433-0524).

Physical abuse is a non-accidental physical injury that leaves a mark 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 or 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 Interviews by Outside Agencies [502.9]

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

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

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

NONDISCRIMINATION

Equal Education Opportunity [102]

The Ogden Community School District will not discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, sex, religion, marital status, ethnic background, national origin, age, disability, sexual orientation, or gender identity.

No student in the Ogden Community School District shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination in District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background.

The Ogden Community School District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background.

There is a complaint procedure for processing complaints of improper discrimination and harassment. If you have questions or a complaint please contact the District's compliance coordinator, Jennifer Peter, HS Principal, 732 West Division Street, Ogden, IA 50212; (515) 275-4034.

Anti-Bullying/Harassment Policy [104]

The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the Ogden Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

STUDENT ACTIVITIES

Assemblies

Throughout the year OHS sponsors various school assemblies. Students are required to attend unless they have had the privilege taken away for disciplinary reasons. Students are expected to conduct themselves in appropriate manner showing respect and courtesy for those conducting the assembly.

Student Field Trips and Excursions [606.5]

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.

WHILE ON FIELD TRIPS, STUDENTS ARE GUESTS AND CONSIDERED AMBASSADORS AND REPRESENTATIVES OF THE OGDEN DISTRICT. STUDENTS MUST TREAT EMPLOYEES, CHAPERONES AND GUIDES WITH RESPECT AND COURTESY.

Activity Transportation

The school provides transportation for students who participate in school-sponsored activities held out of town. Students participating in such activities are required to ride to and from all school activities via transportation as set up by the school. However, the parent or guardian of a student may transport his/her student with approval of the sponsor of the activity. **Obtaining permission to ride home with a parent other than the student's own must be obtained from the sponsor of the activity before leaving for the activity, preferably one day before.**

Student Fund Raising [504.5]

All fundraising projects must be approved by the principal well in advance of the proposed project. A district fundraising calendar is maintained on rSchool. Refer to it before scheduling any fundraiser. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on

school property by students or outside organizations except when special permission is obtained from the principal.

Student Organizations [504.2]

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.

Students may apply to form a school-sponsored student organization. Applications shall be made to the building principal who shall make a recommendation to the superintendent, stating the purpose and the objectives of the organization. No student organization shall be school-sponsored unless the Board of Directors has given approval and a District-approved sponsor is appointed. No religious or political group shall be school-sponsored.

Secondary school student-initiated groups that are not school sponsored may meet on school premises during non-instructional times. The meetings shall be strictly voluntary on the part of the students, may not interfere with the orderly conduct of school activities, and shall take place before school classes begin or after school classes end. The time and place of the meetings shall be approved in advance by the building principal and must be supervised by an employee. Non-school persons may not direct, conduct, control, or regularly attend the meetings. Employees of the District may attend student-initiated groups organized for political or religious purposes only in a custodial capacity and shall not plan, encourage attendance, criticize or in any way participate in such meetings. The District shall not deny such student-initiated groups the right to use school facilities pursuant to this section on the basis of the religious, political, philosophical, or other content of the speech; however, all meetings must be lawful.

Dances/Social Functions

A Dance Guideline and Preparation Form must be turned into the principal's office for approval two weeks before any scheduled school dance. Dances are open to the following only: 1.) Ogden High School students; 2.) For Homecoming and Prom only: other high school age students who have obtained a guest pass from the office. This is to be done by the end of the school day preceding the dance. Ogden High School graduates may attend the Homecoming Dance without registration; 3.) It is assumed that those attending the dances will remain until the event is over, and if they leave early, they will not be permitted to return; 4.) Students or guests may be refused admittance or asked to leave if their conduct so warrants, at the discretion of school personnel. 5.) Ogden students must be in good standing with the high school office.

Student Government [504.1]

The Student Council has a highly active role. Its purpose is to serve as a meeting place between the student body, the staff and administration, where the students can assume as much of the responsibility for organizing their high school activities as they are able to handle. It is the place where problems or questions that arise from either the students or the staff can be presented for discussion and consideration.

National Honor Society

The objective of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in all students at OHS.

Criteria Used in the Selection of Members: To be considered as a candidate for membership in the National Honor Society, Juniors and Seniors must have been enrolled as a full-time student at OHS for one semester and have a 3.0 cumulative grade point average based on the 3rd, 5th, and 7th semesters of the student's high school career. Candidates shall then be evaluated on the basis of service, leadership, and character by the faculty as a whole and reviewed for final selections based on service, leadership and character by the National Honor Society Faculty Council. See the Guidance Counselor for more complete information.

In the event that a member's conduct violates the standards of the organization, members may be subject to dismissal procedures.

Student Activity Tickets

Students are encouraged to purchase a student activity ticket for admission to school district activities and you are expected to show the card for admission to OHS sponsored activities. It is good for one admission per event. Replacement cards are \$2.00 each.

Public Conduct on School Premises [903.4]

Good conduct and good sportsmanship are expected of all students attending athletic events in which Ogden High School athletes are participating, both at home and away. All fans should continually be reminded of the following aspects of Good Sportsmanship:

- A. Showing positive support for our team.
- B. Show respect for the opponent and officials at all times.
- C. Know, understand and appreciate the rules of the contest.
- D. Maintain self-control at all times.
- E. Recognize and appreciate skill and performance regardless of affiliation.

When attending Ogden athletic events students are expected to:

- A. Be watching the game (in the gym during basketball games) and not be wandering around.
- B. Remain at the event. You will not be permitted to leave the fenced area of the football field or the building and be readmitted to the event without paying admission—you can use your activity ticket for one admission per event.
- C. Stand at attention and face the flag (men remove hats) during the playing of the National Anthem and the presentation of the colors.

Good sportsmanship is a very valuable possession to have. Let's all do our part and be proud, win or lose!

Student Record Access [506.1, 506.2 & 506.3]

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes 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 and other similar information.

Procedures for Students who are Transferring to Another School District

Please notify the office as soon as possible if you will be transferring to another school district. The school district transfers student's records to a new school district upon receipt of a written request from the new school district for the student's records.

STUDENT RIGHTS AND RESPONSIBILITIES

Search and Seizure [502.8]

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student may be justified when there is reasonable suspicion that the search will may turn up information that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

A student's body and/or personal effects (e.g., purse, backpack, cell phone, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Lockers [502.5]

Lockers, desks and other facilities remain at all times property of the District, even though temporarily assigned to students. Students are to use lockers only for the storage of school books, school materials, and possessions ordinarily used in day-to-day school activities. Padlocks are made available to all students at registration and are the only locks to be used; unauthorized locks may be removed or cut off at the principal's discretion. School lockers are not storage places for materials of a private or personal nature. Any valuables or large sums of money brought to school are at the owner's risk. All students are encouraged to keep their locker locked.

In accordance with Section 808A.2 of the Iowa Code, school officials may conduct periodic inspections of all, or a randomly selected number of school lockers, desks and other facilities or spaces owned by the school, which are provided as a courtesy to students. These inspections may be conducted without prior notice; however, they will either occur in the presence of students whose lockers are being inspected or in the presence of at least one school official. If a prohibited item is found, the student may be subject to appropriate disciplinary action, and illegal items may be turned over to the proper authorities.

Valuables

Valuables should never be left in unlocked lockers or lying around. During Physical Education or any sport activity check any valuables or money with your teacher/coach or lock it up in your locker. Students are assigned a locker for physical education and provided with a padlock.

Drug Dog Search

We want to make everyone aware that there MAY BE random searches of all lockers held periodically and that the searches may also include the parking lot. Any student found to be in possession of an illegal substance/drug may receive an automatic 10-day out-of-school suspension with a possible recommendation to the Board of Education for long-term suspension or expulsion.

Threats Of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior may face disciplinary consequences up to and including expulsion.

Student Appearance [502.1]

There is a strong connection between individual academic performance, student's appearance, and conduct. Students in our learning environment are expected to maintain an appearance which is not distracting to staff or other students. Inappropriate attire is any clothing or apparel that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students or any other persons. When a student's appearance is determined to be detrimental and a distraction to the educational environment, the student may be required to meet with the principal and consequences may be in accordance with the following:

If a first offense occurs, the student will be given a warning and a review of the policy will occur. The second offense will call for a parental/guardian contact, the student will be required to change into appropriate clothing or wear school-supplied attire. A third offense will result in the student being required to change their attire, an additional parental contact will be made, and the student will be scheduled to spend time in the office during their lunch and study hall periods. Administrative discretion and extended consequences may be used when dealing with habitual offenders.

The following will be expected of all students to help create a more positive, inviting, learning environment at OHS:

1. Any clothing that allows undergarments to be visible is also prohibited and considered a distraction to the educational environment. Tops that are worn are not to show midriff and/or cleavage. Shorts should reach the end of a closed fist while standing.

2. Not wearing clothing or other apparel or bringing to school/school activities gym bags promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing/gym bags that display obscene material, profanity or reference to subversion are not permitted.
3. Attire (not just shirts) that violates District Policy or rules on maintaining an environment free from harassment or demeaning messages, including those with racial and/or sexual overtones are not permitted.

While the primary responsibility for appearance rests with the students and their parents/guardian, the administration reserves the right to judge what is proper and what is not.

Care of School Property/Vandalism [502.2]

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Use of Motor Vehicles [502.10]

All students that bring a vehicle to school and park on school property must register their vehicle with the office for easier identification. For the safety of all, students are expected to drive courteously and carefully on and around the school grounds. Driving to school is a privilege, not a right, and any abuse of the privilege may result in the loss of such privileges.

The following govern driving to school:

1. Students are not to park in the west or south hard surfaced staff-visitor parking lots during school hours.
2. All students are expected to park in an appropriate manner regardless of the parking lot or weather conditions.
3. Motorcycles and mopeds are to be parked in the northwest corner of the staff parking lot.
4. Any student driver who is observed driving carelessly or recklessly on the school grounds will be disciplined, including possible involvement with local law enforcement officials.
5. Students should get permission from the office if it is necessary to go to their cars during the school day. Students may be escorted to their vehicles by appropriate school personnel.
6. No student cars are to be parked in the front drive or behind the building.
7. Students are asked not to loiter in the parking lot before and after school.
8. In order to offer parking for the patrons of our EVENING AND NIGHT-TIME activities, students who are participants in these activities are asked to follow these guidelines:
 - a. During the fall and winter seasons, student participants are to park in the back gravel lot for their scheduled activity.
 - b. During the spring and summer seasons, students are to park in the west staff-visitor parking, in front of the school, or in the regular student parking areas.

Consequences: Failure to follow the above mentioned expectations may result in either a warning, loss of privileges, having to park off school grounds, or having their car towed at the owner's expense.

Maintaining a Favorable Environment for Learning

Expected Standard of Conduct

Students are expected to govern their actions, taking into account the rights and welfare of others. It is the policy of the Board of Directors to expect and require responsible behavior of all students in their dealings with staff members, other students and visitors in the schools.

BULLDOG EXPECTATIONS

BE RESPECTFUL:

Use appropriate words and actions with staff, students, and yourself.
Respect the building and other people's belongings.

BE PRESENT

Be on time.
Be engaged.

BE POSITIVE

Use appropriate language.
Have integrity.

Be persistent.
Believe in yourself.
BE READY TO LEARN
Bring your supplies.
Complete assignments on time.

Courses of action the school might invoke in an effort to alter undesirable behavior may include:

1. A CONFERENCE
2. DISMISSAL FROM CLASS FOR A SHORT PERIOD OF TIME
3. DETENTION
Students may be assigned detention by the principal's office or any member of the high school staff. This is for students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems. The following will apply to those given a detention:
 - You are to report to the **teacher assigning the detention** on the day and at the time assigned for making up time. Detentions assigned through the office are to be made up during your lunch period (regardless of sign out privileges). Detentions assigned by other school personnel will be served with the one assigning the detention at the time assigned. Bring work to do or something to read and cooperate with the detention supervisor.
 - You will be given one day to make arrangements for serving a detention before or after school.
 - You must report to the office or the teacher for whom you are serving the detention every day until the assignment is completed unless you are excused in advance by the principal/teacher
 - Failure to report for a detention will result in the detention time being doubled. A second failure to report without being excused will result in detention time being tripled and a call to your parent. Failure to report, following parental contact, will result in a suspension.
 - Cell phones will be turned into the detention supervisor while serving detention.
4. SPECIFIC SEATING ASSIGNMENT
5. RESTRICTION OF PRIVILEGES
6. WORK DETAIL
7. INELIGIBILITY FOR ACTIVITIES (See eligibility policy)
8. APOLOGY
9. WRITTEN CONTRACT FOR CHANGE
10. RESTITUTION FOR DAMAGED OR DESTROYED PROPERTY
11. REPLACEMENT OF MATERIALS
12. REFERRAL TO OTHER AGENCIES
13. REMOVAL FROM CLASS
14. SUSPENSION
Students involved in disciplinary matters of serious offense or repeated small offenses, immorality, or when the presence of the student is detrimental to the best interests of the school, are subject to immediate suspension for periods of one to ten days after a conference with the principal at which time the student will be informed as to the reasons for considering suspension. The student will be given the opportunity to be heard before a decision on suspension is made. Suspensions will generally be "in-school suspensions" but may be out of school, at the discretion of the principal. A conference with the student's parents will be necessary before the student may return to class. All missed tests and class assignments may be made up and full credit entered in the grade book. It is the student's responsibility to make these arrangements.
15. EXPULSION BY THE BOARD OF DIRECTORS

Student Complaints and Grievances [502.4]

It is the goal of the district to resolve students' complaints and grievances at the earliest level. Students who have complaints or grievances regarding school district policies, rules and regulations, or other matters must follow the following procedures:

1. If an employee is involved, discuss the complaint with the employee
2. If unsatisfied with the employee's response or if there is no employee involved, talk to the principal
3. If unsatisfied with the principal's response, talk to the superintendent
4. If unsatisfied with the superintendent's response, students may request to speak to the Board of Education

Weapons [502.6]

Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them on school premises or vehicles or to school activities. Confiscation of weapons or other dangerous objects shall be reported to law enforcement officials, and students will be subject to disciplinary sanctions, including suspension or expulsion. In addition any object which staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from physical or sexual abuse or could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will be considered a weapon!

Posting of Information

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution.

Announcements

Students are responsible for knowing the content of daily announcements. Announcements to be read to the student body should be written out and initialed by your sponsor, advisor, or coach and in the principal's office by 8:00 a.m. of the day that they are to be read. Give them to one of the secretaries or send it via e-mail to the office. Announcements will be shown on the TV screens at the front entrance and in the cafeteria.

Anti-Bullying/Harassment Policy [104]

All members of the Ogden Community School District, including but not necessarily limited to, the Board, the Administration, the faculty, the students, are expected to conduct themselves at all times so as to provide an atmosphere free from physical or sexual abuse or harassment. Harassment, bullying, hazing, or any other victimization in any form, but not limited to: electronic, written, verbal, physical act, or conduct, which creates an objectively hostile school environment, will not be tolerated. Any person who engages in abuse or harassment while acting *AS A MEMBER OF THE SCHOOL COMMUNITY WILL BE IN VIOLATION OF THIS POLICY AND SUBJECT TO DISCIPLINARY PROCEDURES AS OUTLINED BY SCHOOL BOARD POLICY. REPORTING AND INVESTIGATING REPORTS OF ABUSE OF STUDENTS BY SCHOOL PERSONNEL.*

Definition: Any electronic (such as emails or instant messages), written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct

- 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 a student's academic performance;
- Has the effect of substantially interfering with the student's ability to participate in or benefit from District services, activities, or privileges.

Examples of prohibited behavior may include, but are not limited to the following:

- Unwelcome touching;
- Inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;
- Implied or explicit threats concerning grades, awards, property or opportunities;
- Requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

It is the policy of the Ogden Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the Ogden Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The Ogden Community School District has appointed level-one investigators and alternates, and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator.

Abuse of Students by School by School District Employees [402.3]

The following people are Student Abuse investigators for the Ogden Community School District:

Level I Investigator:

Tammy Wirtz, School Nurse, Phone: 275-4266

Samantha Sperling, Phone: 275-4034

Level I Alternate Investigators:

Dave Neubauer, Phone: 275-4716

Level II Investigator:

Boone County Sheriff's Office, Phone: (515) 433-0524

School Publications [504.3]

School-sponsored publications are to provide students an opportunity to learn responsible journalism within and as a supplement to the adopted curriculum. School-sponsored publications, including but not limited to the school page in *THE OGDEN REPORTER*, School Web Site, and the yearbook, shall not encourage unlawful acts or the violation of lawful school rules and regulations, shall not be libelous or slanderous, contain obscene material, or cause the material and substantial disruption of the orderly operation of the schools. All publications must identify the author of articles. The faculty advisors shall supervise the students' productions to maintain professional standards of English and journalism and to insure compliance with this policy and related rules. If the advisor deletes an item, there may be an appeal to the principal. The building principal shall designate the time, manner and place of distribution of all student publications.

MISCELLANEOUS

Telephone Use During the School Day

Generally, students receiving telephone calls during 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.

Restricted Items/Devices

Cell phone/Electronic device use:

- At the discretion of each individual instructor/associate but not for personal use during teaching time.
- During passing time and lunchtime with appropriate digital citizenship.
- School district will not be responsible for lost or stolen cell phone/electronic devices.

Personal Communication Devices

Upon the first offense the device will be taken from the student and may be picked up after school from the Principal (or their designee) after a review of the policy is held. If a second offense occurs, the student will relinquish their device to the Office/Principal at the beginning of the next school day for 5 consecutive school days. A parental/guardian contact will also occur.

Failure to relinquish the phone will cause the student to be placed in a restricted area during their study hall/lunch times and a parent/guardian notified. Administrative discretion and extended consequences will be used when dealing with habitual offenders.

Texting violations will automatically be processed as a second violation.

NO ELECTRONIC DEVICE MAY BE USED IN A LOCKER ROOM OR RESTROOM AT ANY TIME!

Violations of this expectation will be dealt with on a case-by-case basis with regard to the circumstances, individual involvement, and ramifications of the incident. Sanctions may be more severe if the situation compromises another person's right to privacy.

Communication device usage in the building is a privilege, not a right, and abuse of the privilege will result in loss of privileges.

Laser Beam Lights

Laser beam lights are prohibited at school and all school activities. If another person's right to privacy has been violated, the regular sequence of consequences will no longer be in effect. The device will be taken from the student for a minimum three-day period and a parent/ guardian - principal conference must occur before the device will be returned to the student.

Visitors/Guests

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal 48 hours prior to the guest's visit. Visits should not occur during the last month of a semester.

School Lunch Program

The School District operates a breakfast and a lunch program. Students may either bring their own lunches to school or purchase a lunch. Funds may be deposited into the students' accounts through the online process. If a student meal account balance is below \$25, students will not be allowed to charge any meals until the account is paid in full. Students will be required to pay cash at the time of purchase for anything they wish to purchase, including meals.

Bus Regulations

Students riding school buses are expected to follow the regulations set in this handbook for school behavior as well as those set by the bus driver of his/her bus. Failure to comply may result in the student not being allowed to ride the bus for a period of time.

In order to provide safe transportation for all students riding school vehicles, students must conduct themselves in a responsible manner at all times. The administration shall adopt rules for conduct on school vehicles. The rules shall include, but are not limited to, the following expected behaviors:

- Students are to enter and leave the vehicle in an orderly fashion;
- Students are to be courteous and avoid actions that distract the driver;
- Students are to remain seated while the vehicle is in motion;
- Students are to exercise proper care so as to avoid damage or destruction of the vehicle;
- Aisles are to remain clear;
- No objects or arms or other body parts are to protrude through the windows;

If your student is involved in a discipline problem you will be informed by phone and he or she will bring you a form letter from the bus driver. The first note is a warning notice. The second note will bring with it a two (2) day suspension from riding the bus. The third will mean a five (5) day suspension of riding privileges. The fourth note may result in being suspended from bus riding privileges for up to the balance of the school year and may carry over into the upcoming school year. If the first offense, or any offense, is so serious as to put other students' safety in jeopardy, transportation privileges may be suspended for the violation without a warning. During a period of suspension of bus riding privileges, it will be the responsibility of the parent to provide or arrange for the daily transportation of their student to and from school.

Internet

We are pleased to offer students of the Ogden Community School District access to the district computer network and the Internet. To gain access to the Internet, all students must sign and return the student Internet user agreement and parent/guardian permission form to the Media Center director. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to individuals from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Ogden Community School District supports and respects each family's right to decide whether or not to apply for access.

District Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for individuals to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege - not a right. Access entails responsibility. Individual users of the district computer network are responsible for their behavior and communications over the networks. Users will comply with district standards and will honor the agreements they have signed. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on the district servers will always be private.

The following are not permitted and are considered violations of the network:

- Use of peripherals (connected to the network)
- Sending or displaying offensive messages or pictures.
- Using obscene language
- Harassing, hate mail, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using or attempting to use someone else's password.
- Trespassing in someone else's folders, work or files.
- Intentionally wasting resources (playing games).
- Employing the network for commercial purposes.
- Other activities considered inappropriate.
- Forwarding jokes, chain letters, or other inappropriate materials

Violations

Violations will result in a loss of independent Internet access, as well as other disciplinary or legal action. Parents and the building principal will be notified when a student's privileges are revoked. Violations will be handled on a case-by-case basis. Access privileges will be reinstated at the discretion of the District Technology Committee or their designee. Internet access privileges can also be temporarily denied at the discretion of the building administrator.

Fines-Fees-Charges [503.3]

Students whose families meet the income guidelines for free or 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 Superintendent's office at registration time for a waiver form. **This waiver does not carry over from year to year and must be completed annually.**

Student Guidance and Counseling Program [607.1]

The guidance program in the Ogden Community High School is designed to help each student achieve his/her maximum potential during his/her high school program. To achieve this goal, a program of guidance, counseling, and testing is available for every student and supported by supplemental library and resource material and outside school referral services.

Guidance services are available for every student in the school. These services include assistance for educational planning, interpretation of the scores, occupational information, career information, study helps, help with home, school and social concerns, or questions that the student may feel s/he should like to discuss with the counselor.

Student Assistance Team

The major goal of the Student Assistance Team (SAT) is to assist students who are having difficulty: 1) meeting the educational goals of the school, 2) completing high school, 3) becoming productive members of society. Students, parents, staff, and community members can make referrals to the High School Counselor.

Student Release During School Hours [501.11]

Students Sign-out is a privilege. To participate, the following guidelines must be followed:

- Students must have written parental permission.

- Students must have a minimum of a “C-” in all classes from the previous grading period.
- Students may only leave during a scheduled study hall.
- Students must sign out in the office (must be legible, first and last name) indicating time out and specifically where you are going.
- Students must leave the building and school property by the most direct means - students should not be wandering around the building or going to other classrooms.
- Students must sign in on returning to school before going anywhere in the building.
- Lunch times are not considered a study hall.
- Schedule changes will not be made to accommodate sign out.

Behavioral expectations:

- Students will not miss classes as a result of signing out.
- Students will arrive to their scheduled classes on time after signing out.
- Students will comply with all school rules when gone from the building during the school day.
- Students will park in the student parking lot when returning to school.
- Students must demonstrate respect and responsibility in all areas of the school day.
- Students should remember they are representing Ogden High School while in the community.

Sign-out is a privilege. Failure to meet the expectations will result in consequences ranging from loss of sign-out to suspension.

Study Hall Guidelines

1. Students may sit where they choose when they come in, if necessary, the study hall supervisor will assign seats.
2. All students need to be in study hall when 2nd bell rings. If you are not, you will be considered tardy.
3. Those with a written pass may sign out as soon as attendance is taken.
4. The Media Center computers are for studying only. If you sign out, you must check with the supervisor first. Anyone not doing work on a computer will not be allowed to sign out to the Media Center.
5. Study hall is a place to study. The first 10 minutes you will be allowed to get something to eat or drink. The next 20 minutes you are to be seated and study quietly. The last part of study hall you may move around and talk quietly.
6. General:
 - a. All trash and cans are to be disposed of properly.
 - b. When leaving, please push chairs up to the table.
 - c. Electronic devices may be used if you are passing all subjects.
7. Seniors with sign out: If you are in the study hall at the start of the period, you follow all the same rules. You may sign out to the office but anywhere else, you will need a pass. If you come in from sign out, you will follow all rules.
8. Change will not be given during 5th period (or other designated lunch period) and no food is to be purchased during 5th period (or other designated lunch period) from the vending machine. Non-carbonated drinks are allowed.