

## **OTTUMWA COMMUNITY SCHOOL DISTRICT VISION, MISSION, AND CORE BELIEFS**

### **Vision:**

Engage, educate, and empower every student every day.

### **Mission:**

Inspire every student to think, learn, achieve, and care.

### **Core Beliefs:**

- Every student matters
- Building relationships is the foundation of success
- We will meet the needs of all students
- Data will drive our decision making
- Collaboration and teamwork are necessary for success
- All students can learn at high levels

**OTTUMWA HIGH SCHOOL  
TEN STANDARDS FOR SUCCESS**

1. Attending school regularly, arriving to class on time, and being prepared for class
2. Dressing in a manner which is appropriate for school
3. Addressing adults by using "Mr., Mrs., or Ms."
4. Using school appropriate language at all times
5. Listening to teachers, administrators, or to classmates when they are speaking
6. Using technology appropriately and respectfully
7. Not cheating, copying and/or plagiarizing
8. Treating others with respect at all times
9. Treating others' personal property and school property with respect
10. Actively participating in class, meeting deadlines, and making good use of class time

## OTTUMWA HIGH SCHOOL SONG

Ottumwa High will always be our school  
And we'll ever love her true.  
We'll sing for her, we'll yell for her  
And my, what we won't do!  
We'll put her on the map,  
And see that she stands pat,  
For we love her true we do.

Northside, southside, and all around the town  
We'll all join in together to root for OHS  
In football, basketball, and every kind of sport,  
We'll cheer her on to victory  
For Dear Old OHS, Rah! Rah! Rah! for Ottumwa!  
LaVevo! LaVivo! LaVevo! Vivo Vum!  
Johnny Get a Rat Trap, Bigger than a cat trap,  
Johnny Get a Rat Trap, Bigger than a cat trap,  
LaVevo! LaVivo! SST! Boom! Bah!  
OTTUMWA HIGH SCHOOL! Rah! Rah! Rah!

Northside, southside, and all around the town,  
We'll all join in together to root for OHS  
In football, basketball, and every kind of sport,  
We'll cheer her on to victory  
For Dear Old OHS, Rah! Rah! Rah! for Ottumwa!  
1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,  
Senior Class Cheer, Junior Class Cheer,  
Sophomore Class Cheer, and Freshman Class Cheer.

**Ottumwa High School!**

## OTTUMWA HIGH SCHOOL SCHEDULES

### Regular Schedule

EB	7:15 – 8:02
1	8:10 – 9:00
2	9:04 – 9:53
3	9:57 – 10:46
WIN	10:46 – 11:11
<b>4 &amp; Lunch</b>	<b>11:15 – 12:36</b>
5	12:40 – 1:29
6	1:33 – 2:22
7	2:26 – 3:15

1st lunch	11:11 – 11:41
2nd lunch	11:39 – 12:09
3rd lunch	12:07 – 12:37

### PD Friday Schedule - 1:00 Dismissal

EB	7:15 – 8:02
1	8:10 – 8:44
2	8:48 – 9:22
3	9:26 – 10:00
4	10:04 – 10:38
5	10:42 – 11:16
6	11:20 – 11:53
7	11:57 – 12:30

One Lunch 12:30 – 1:00
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### 2-Hour Delay - Classes start at 10:10

No Early bird Classes	
1	10:10 – 10:43
2	10:47 – 11:20
<b>4 &amp; Lunch</b>	<b>11:24 – 12:54</b>
3	12:58 – 1:29
5	1:33 – 2:04
6	2:08 – 2:39
7	2:43 – 3:15

No WIN	
1st lunch	11:24 – 11:54
2nd lunch	11:54 – 12:24
3rd lunch	12:24 – 12:54

## Pep Assembly Schedule

EB	7:15 – 8:02
1	8:10 – 8:40
2	8:44 – 9:14
3	9:18 – 9:48
4	9:52 – 10:21
5	10:25 – 10:54
6	10:58 – 11:27
7	11:31 – 12:00
<b>Pep Assembly</b>	12:00 – 12:30

One Lunch  
12:30 -1:00

## Two 45-Minute Assemblies

EB	7:15 – 8:02
1	8:10 – 8:58
2	9:02 – 9:50
3	9:54 – 10:41
<b>4</b>	<b>10:45 – 12:45</b>
5	12:49 – 1:35
6	1:39 – 2:25
7	2:29 – 3:15

No WIN

### Group A

10:41–11:11 **lunch**; 11:15-11:55 **class**;  
12:00-12:45 **assembly**

### Group B

10:45-11:10 **class**; 11:10-11:40 **lunch**;  
11:45-11:55 **class**; 12:00-12:45 **assembly**

### Group C

10:45-11:30 **assembly**; 11:35-11:45 **class**  
11:45-12:15 **lunch**; 12:20-12:45 **class**

### Group D

10:45-11:30 **assembly**; 11:35-12:15 **class**  
12:15-12:45 **lunch**

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## GRADUATION REQUIREMENTS

To graduate from Ottumwa High School, a student must earn a minimum of 46 credits in grades 9 through 12, including the requirements listed below. **Class Load:** All students must be enrolled in seven classes per semester. Juniors who have earned 25 credits by the end of their sophomore year may enroll in six classes (six periods) per semester. Seniors who have earned 34 credits by the end of their junior year may be enrolled in six classes (six periods) during their first semester, and as many as necessary to graduate during their second semester.

<u>Language Arts</u>	
Ninth Grade English	2
Tenth Grade English	2
Four semesters of Additional Language Arts	4
<u>Mathematics</u>	
Six semesters of Mathematics	6
<u>Social Studies</u>	
US History	2
World History	2
One semester of Economics/Financial Literacy	1
One semester of Government	1
<u>Science</u>	
Earth & Space Science	2
Biology	2
Two additional semesters of Science	2
<u>Physical Education</u>	
9 <sup>th</sup> Physical Education /Health	2
Two additional semesters	2
<u>Electives</u>	
Each student must accumulate at least 16 credits in elective courses	16
<b>Total Credits Required for Graduation</b>	<b>46 credits</b>

Graduation requirements for special education students will be in accord with the prescribed course of study as described in their Individualized Education Program. The IEP team will determine when graduation requirements have been met.



### **Early Graduation**

A student may graduate at the end of the first semester of his/her senior year provided he/she:

1. Fulfills all graduation requirements.
2. Makes application during the spring of scheduling their classes for senior year. This should be in the four-year plan for his/her educational need.
3. Obtains approval of the school and parent/guardian by completing and returning the *OHS Early Graduation Policy* form available from his/her counselor.

A diploma will be issued upon completion of the stated requirements after the graduation ceremony. Mid-year graduates may take part in all senior activities associated with graduation.

### **Graduation Ceremony**

The graduation ceremony is a privilege available to seniors who have completed all requirements for graduation, do not owe fees and have completed all discipline consequences. All graduation requirements must be completed by the Thursday prior to graduation at 4 PM. If a senior commits a serious disciplinary infraction without enough time to serve the consequences before graduation, he/she may be excluded from the graduation ceremony. Examples of types of behavior that may make a student ineligible to participate in the graduation ceremony are: harassment, assault or threats against a student or staff member; theft of property of the school, another student or a staff member; vandalism of property of the school, another student or a staff member; various other violations of the Civil Code of the State of Iowa. Any student with an IEP who is otherwise in good standing, who is remaining in Special Education due to unmet transition needs regardless of the location of those services, may walk at the graduation ceremony with their same-age peers or when they complete their transition program. This is a decision that can be made by the parents and student in consultation with the IEP Team. Good standing means that they do not have outstanding disciplinary situations, and they are not credit deficient and could otherwise graduate if not for unmet transition needs.

## TRANSCRIPTS

Students may request copies of their transcripts by completing a form with the Registrar in the Counseling Office. This transcript service is a free service to OHS students and graduates. There is a 24-48 hour turnaround time to produce a transcript. Students under the age of 18 **MUST** have a parent's signature to make this request. Students 18 years and older **MUST** complete and sign the request forms themselves. SENIORS are advised to complete the request form before they leave town for college so that future transcript requests can be accomplished without delaying the process waiting for the college student's signature. The transcript request form is good for one (1) school year.

### **Grade Level**

Every student is assigned to a grade level according to the traditional system: 9<sup>th</sup> grade (freshman) for 1<sup>st</sup>-year high school students, 10<sup>th</sup> grade (sophomore) for 2<sup>nd</sup>-year high school students, 11<sup>th</sup> grade (junior) for 3<sup>rd</sup>-year high school students, and 12<sup>th</sup> grade (senior) for 4<sup>th</sup>-year high school students. We will use these classifications for reporting purposes.

### **Grade Point Average**

Cumulative grade point is the average of all semester grades; current grade point is the average of only the current semester's grades. Grades **not** included in the GPA are denoted with an asterisk following the course's title. Examples may include: Plato courses or any course with a grade of Pass (P). IHCC classes counted for concurrent credit, including classes satisfying graduation requirements/credits, will calculate in a student's high school GPA regardless of instructor or instructional method.

### **Grade Reporting**

Progress reports will be available twice throughout each semester with final grades issued and mailed at the end of each semester. Parents and students can access the online grading system at any time for an up-to-date grade report. Teachers update gradebooks weekly. Teachers and parents are urged to communicate when there is a concern about a student's attitude or progress.

### **Class Rank**

Students are not ranked until they complete their first semester of study. Thereafter, ranking are done at the end of every semester. Rankings are fluid as new students enroll and current students transfer out of district. Class rank represents the numerical position of a student in the class with which the student graduates. The "numerical position" is determined by cumulative grade point average. For example, a senior student who has a cumulative grade point average of (4.00) in a senior class of three hundred (300) students – would have a class rank of "1/300". The student would be at the top of the class. Cumulative grade point averages will be calculated three (3) decimal places. Any student receiving educational modifications will not be included in the class rank.

### **Honor Roll**

A list of the names of those students that have earned a grade point average of 2.667 and above is published in the Ottumwa Courier each semester. To qualify for the honor roll, a student must be enrolled in three (3) letter-graded OHS courses.

## **GRADING**

This policy is intended to make OHS grading practices consistent across the building, to eliminate practices that focus on sorting and selecting, and to improve alignment of grading practices with the mission of teaching and learning.

Grades should reflect the degree to which students meet learning targets. Grades should be based primarily on achievement: what a student knows and is able to do.

The same grading scale will be used by all teachers for all classes (with the exception of Concurrent Enrollment and Advanced Placement classes). The PowerSchool categories will be as follows: Formative Assignments= 30%, Summative = 55%, and Semester Test = 15%.

Letter Grade	Class Percent	GPA Equivalent
A+	100 – 98	4.0
A	97-93	4.0
A-	92-90	4.0
B+	89-87	3.333
B	86-83	3.0
B-	82-80	2.667
C+	79-77	2.333
C	76-73	2.0
C-	72-70	1.667
D+	69-67	1.333
D	66-63	1.0
D-	62-60	0.667
F	59-0	0

- **Summative assessments** may include quizzes, tests, papers, projects, presentations, etc. These assessments are generally given at the end of a chapter/concept/ unit to measure a student's understanding and will make up 55% of the final grade. The deadline for an assessment is midnight the date the assessment is due. If a student is absent on the day of a summative assessment, the student will receive a 0% in the grade book. The 0% will remain until the student makes up the assessment (See the Make-Up Policy in the student handbook for the make-up deadline). Students present the day of a summative assessment but unprepared to turn it in will incur a 5% penalty for each day it is late, down to a 50% if ten days late. If the student elects to redo the assessment, the re-do score will still incur the late penalty. A student who completes a summative assessment will receive no less than 50%. Missing summative assessments can be turned in for 50% credit up to two weeks prior to the end of the semester.
  - If a student is absent the day of test and returns after two days absence, the student has three (3) days to take the test (two absent days plus one). If taken during the allowable time period, the student will incur no penalty on their earned grade.
  - A student who is present the day a project is due but fails to turn it in until later will suffer a late penalty. For example, if a

student turns in a project four days late, he/she will incur a 20% penalty (5% late per day), and he can only earn 80% of the earned score. If the project was worth 100 points and the student earned a score of 87, the score entered into the grade book is 69.6 (87 points x .80). If the student elects to redo the assessment and earns a 95 redo, the replacement score in the grade book is 76% (95 points x .80). Teachers should comment in the grade book to indicate the original score and the number of days late.

- If the student does not turn in an assessment within two weeks of the deadline and later decides to complete the assessment, the student will earn a 50%.
- **Formative assignments** are practice and should comprise no more than 30% of the final grade. Formative assignments should be a safe place to try out new skills. Formative assignments are strategies for preparing students to earn summative grades. Formative assignments will be graded based on the quality of the work submitted. The deadline for an assessment is midnight the date the assessment is due. If a formative assignment is not turned in, the student will receive a 0% in the grade book. The 0% will remain until the student makes up the assignment. Missing formative assignments can be turned in for 50% credit up to two weeks prior to the end of the semester. Formative assignments do not qualify for re-dos.
- **Feedback** is more important than ever before due to the increased use of writing and research in the OHS classrooms. Feedback is required in a timely manner as it helps guide students in their future writings and helps to prepare them for other assessments. Summative assessments that include short answer, multiple choice, true/false, or completion should be returned to students within three (3) days of the assessment. A summative assessment that includes short in-class essays should be returned with feedback within one (1) week of the deadline. Any summative assessment three (3) or more pages should be returned with feedback within two (2) weeks from the deadline.
- **Re-do Policy** is the primary intervention for helping students who earn low scores on major summative assessments. Every student has the opportunity to raise his/her assessment score by re-studying and re-taking a test, or revising a piece of written work, or re-doing a project. The deadline for an assessment is midnight the date the assessment is due. The highest grade must be recorded (not an average of the first

attempt and the re-do grade), thus reflecting the student's actual proficiency on the standard(s) being measured. Teachers should encourage students to complete a re-do as soon as possible after a summative assessment. Students have a final limit not to exceed two weeks (10 school days) from the time the graded assessment was returned to the student. The return date will be reflected in PowerSchool as the due date.

- **Concurrent Enrollment and Advanced Placement Courses** will follow the institutions' grading scale. The re-do policy and late work policy is at the discretion of the teacher and will be noted in their syllabus.

## **CREDIT LEVEL**

One credit is awarded for successfully completing the required work in a class that meets every day for a semester. A half-credit may be earned in a class that meets every other day for a semester. Multiple credits may be earned in classes meeting for more than one period. (Check the course description for details.)

Forty-six (46) credits are required for graduation, students who begin grade 12 in August and have earned at least 34 credits by that time can reasonably expect that they will be able to complete graduation requirements by May. We consider the following to be the minimum number of credits that a student should have earned in order to be considered "on track" to graduate on time with his/her class:

12 credits by the end of freshman year  
25 credits by the end of sophomore year  
34 credits by the end of junior year

We will use these credit levels to identify students who need special interventions to keep them on track to graduate on time. Students with fewer credits than listed above will not be eligible for a free period and must be enrolled in seven periods each semester.

### **Free Period**

Free periods are a privilege for juniors and seniors in good credit standing. Students are expected to leave the building; if this is not possible, students will report to the cafeteria. Bi-monthly, counselors will verify grades for those students with a scheduled Free Period. Student's receiving an "F" in any course will lose their Free Period until the next scheduled check date to attend Administrative Lab to support their academic needs.

## SELECTING CLASSES

It is important that students carefully choose the proper classes that best fit their personal, educational, and vocational needs. Students should seek advice from parents, teachers, and counselors.

1. All students must be enrolled in seven classes. Juniors who have earned 25 credits by the end of their sophomore year may enroll in six classes (six periods) per semester. Seniors who have earned 34 credits by the end of their junior year must be enrolled in six classes (six periods) during their first semester, and as many as necessary to graduate during their second semester.
2. Juniors and Seniors may request to drop a course during the first three days of each semester if they are scheduled for seven periods. Students may not drop a class if they will fall below the minimum course load requirement.
3. The scheduling process begins 2<sup>nd</sup> semester. Students will have multiple opportunities to learn about the next year's classes. Courses are then scheduled during an individual appointment with their counselor.
4. Students will be given two opportunities to make schedule changes; in the spring (Move Up Day) and during registration. We do not expect any student or parent initiated schedule changes after the start of classes.
5. Multiple credits may be earned in classes meeting for more than one period. (Check the Program of Studies course description for details.)

6. All classes are offered "upon demand". Although a course is listed, a sufficient number of students must register for the class to make it economically feasible to offer the class.
7. Due to the limited enrollment of some courses, students may not always receive their first choice. It is suggested that they be prepared to choose an alternate course in the event one of their first choices is closed.
8. To maintain athletic, music, and other activity eligibility, students must be enrolled in a minimum of four classes.

### **GUIDELINES FOR SCHEDULE ADJUSTMENT**

Students are responsible for accepting the course of study for which they register. Therefore, they must plan very deliberately always keeping in mind individual interests and post high school plans. Any adjustments following the initial spring and registration period are limited and will be based on only one of the following reasons:

1. Computer error or imbalance of course sections.
2. Failure in a class that is a prerequisite.
3. Teacher recommendation and/or request because of inappropriate level placement.
4. Unavailability of a class.

Requests for reasons other than those listed above are limited to extenuating circumstances and must have parent/guidance approval. Requests that would result in imbalance in the sections of a course will NOT be approved. Any adjustments after the beginning of the term must have Principal approval. Requests for a teacher change will not be granted except under extenuating circumstances approved by the Principal.

### **PASS/FAIL CONTRACT**

Each semester a student may elect to take one class pass/fail. A student wishing to take a class pass/fail must first discuss it with his/her counselor and request a meeting with the appropriate teacher for approval. A student must file the appropriate form within the first week of the semester and will remain in effect throughout the semester. Students or Parents/Guardians may not request that



a traditional letter grade be recorded for the class on the official school records once the Pass/Fail Contract is submitted. Pass/Fail grades will be recorded on the transcript with a P or F in place of the letter grade. In order for a student to earn P, they must earn a minimum of 60 percent. On the official transcript, the earned percentage will follow the P (i.e. if the student completes the class with a 72 percent, the transcript will display P72). A Pass/Fail class will count as part of a full-time load. The NCAA Clearinghouse Eligibility Center requires a letter grade for each class to determine their final GPA. Student athletes interested in Division I or II post-secondary schools should consider taking all classes for letter grades. See your counselor for more information.

## **REPEATING A COURSE**

If a student wishes to repeat a course, a Second Grade Option form may be obtained in the Counseling Office to make this request. To qualify for this option, the student must have originally received a "C" or lower for a grade. Since academic credit was granted when the course was taken originally, there will be no additional credit for the repeat of the course. The grade during the repeat of the course will replace the original grade even if the repeat grade is lower than the original grade, unless the repeat grade is an "F" and would result in a loss of credit.

### **PLATO (Credit Recovery)**

PLATO Learning is the industry's undisputed expert in proven, effective credit recovery solutions. Innovative and engaging, PLATO® curriculum gives students a needed alternative and second chance to learn online and be challenged by rigorous, standards-driven content.

Learning is self-paced and put in real-world context and coupled with offline activities and Internet resources that reinforce learning in areas of greatest weakness. PLATO® Credit Recovery Solutions allow students to complete course requirements more rapidly, recover credits, regain self-confidence, and graduate on time.

## **PHYSICAL EDUCATION EXEMPTION**

It is the belief of the Ottumwa Community School District that all students should have a balanced high school curriculum, which includes physical education. Participation in high school physical education on a yearly basis provides students with a healthy outlet, which will improve their learning.

Exemptions from physical education may be granted for the following reasons: medical condition with written doctor's statement, religious beliefs, or full academic schedule. Participation in a full academic load does not necessarily require that a student be exempt from physical education. Every effort will be made by the professional staff of Ottumwa High School to ensure that a student will participate in physical education a minimum of two years.

Students who believe they qualify for a physical education exemption are advised to work with their counselor to determine if they qualify and to complete the necessary application forms.

## **STUDENT ASSISTANT PROGRAM**

Junior and senior students with no class scheduled during periods 2-6 must see their counselor for permanent placement. Students may assist in the Main Office, Attendance Office, Counseling Office, Library, Plato, or Administrative Lab.

## **WITHDRAWAL FROM SCHOOL**

Students planning to withdraw from Ottumwa High School for any reason must check out with their counselor. The counselor will help the student complete necessary withdrawal forms and procedures.

## **ACCELERATED CAREER ACADEMY**

The Accelerated Career Academy is available to all students in grades eleven and twelve and select students in grades nine and ten. It is designed to meet

the needs of students who may be behind in credits or could benefit from an early college or career technical pathway. To attend, a student must have permission from his/her parents, the Principal or Associate Principal, and the Accelerated Career Academy building administrator. Students at the Accelerated Career Academy complete a program of study that is comparable to the graduation requirements of Ottumwa High School.

## **COMPETENT PRIVATE INSTRUCTION**

Under Iowa law students may receive competent private instruction as an alternative to attending regular public school. Detailed information and application forms may be obtained from Central Office. Requests for private instruction must be submitted by the first day of school.

## **DRIVER EDUCATION**

Driver Education is operated by DRIVE QUEST, LLC. Students successfully completing the program will be awarded .5 credits. Driver Education is not calculated in the grade point average.

For further information regarding availability, scheduling, and fees, please contact: DRIVE QUEST, LLC, Scott Guest, School Phone: 641-683-4444 Ext. 77127 or Cell: 641-226-3312.

## **SENIOR YEAR PLUS Concurrent Credit Options**

Senior Year Plus serves as an umbrella for a variety of programs designed to provide high school students access to courses that have the potential to generate college credit. Involvement in these programs should be driven by the student's Individual Career and Academic Plan (ICAP).

### **Student Eligibility Requirements**

To participate in Senior Year Plus programming, students must meet the academic requirements of both the school district and postsecondary institution.

- At the school district level, students must demonstrate proficiency in each of three academic areas — reading, mathematics, and science. This is primarily determined using the students' most recent scores on the Iowa Assessment or by an alternative means of demonstrating proficiency as defined by the school.
- At the college level, students must meet any assessment requirements of the postsecondary institution including any placement exam requirements of the institution.

The following programs provide an overview of opportunities:

### **Advanced Placement (AP®)**

Advanced Placement (AP®) courses are college-level courses offered by high schools. The courses, curriculum requirements, and optional tests are provided by The College Board. Based on the examination score and the postsecondary institution's policies, students may be eligible for college credit or advanced standing at the college or university they later matriculate.

Ottumwa High School offers five AP courses: AP Calculus AB, AP Chemistry, AP Government and Politics: United States, AP U.S. History, and AP Literature and Composition. In addition to these five courses, students may be eligible to participate in AP online. In order for a student to enroll in an online AP course while enrolled at Ottumwa High School: (1) The student must receive prior approval from the Talented and Gifted Coordinator and the principal or designee and (2) The student must take the AP exam.

### **Post-Secondary Enrollment Options (PSEO)**

The Postsecondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits by providing high school students access to enroll part-time in nonsectarian courses in eligible postsecondary institutions. Now offered through Senior Year Plus, the program is available to eligible juniors and seniors as well as freshmen and sophomores who are identified as gifted and talented according to the school district's criteria and procedures. Additional criteria are listed below:

- The courses are not comparable to courses offered by the high school.

- The courses must be arts and science courses in the disciplines of mathematics, science, social science, humanities, music and art that include a component of history.
- The student must file a P.S.E.O. intent to enroll form with his/her counselor during Spring registration and prior to the next school year for each course.
- Each student's application must be reviewed by a school administrator, who will approve or disapprove the application.
- The parents are responsible for transportation.
- When a course is approved by the Superintendent or designee, the school board is responsible for the cost of tuition, textbooks, materials, and fees to a maximum of \$250.00 per student for courses not comparable to those offered by Ottumwa High School.
- If a student drops or fails a P.S.E.O. class, the student will be responsible to reimburse the district for course tuition.
- Grades earned in off-campus courses are not used in the calculation of Ottumwa High School grade point average.
- Maximum opportunity to use P.S.E.O. is specified by law: no more than 4 semester terms or 6 quarter terms unless identified as Talented and Gifted in 9th or 10th grade.

### **Concurrent Enrollment**

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area.

There are classes taught at Ottumwa High School that earn college and high school credit. Approved college-level instructors who use college textbooks and course syllabi teach a "Contracted Class." The student must sign up for the class in the Spring during the registration process for their junior or senior year by using the application form provided and then seek approval by parent, counselor and administration.

**IMPORTANT:** College credit obtained may or may not transfer to a higher-level institution. Students and/or parents should contact the university or college choice to make sure that what they are planning to take will transfer to the

specific major or particular field of study of the student.

### **Career Academies**

Career academies are programs of study offered to high school students through an agreement or contract between their high school and a community college. They bridge high school and community college CTE programs. Career Academy programs typically are ½-day college block schedules on the Indian Hills Community College campus.

### **Articulation Agreements**

Based upon a mutual concern for the needs of students pursuing technical education programs, Ottumwa High School and Indian Hills Community College have reached several articulation agreements for classes in the OHS curriculum. Courses that qualify are indicated within the course description of this booklet. Applicants for credit must meet all college admission requirements and be an enrolled student in good standing with the college. In addition, the student must have satisfactorily completed the secondary course to be articulated with a grade of C or higher.

In addition to classes that articulate to Indian Hills, a few classes are designated as State Articulated, which means that they transfer to participating community colleges throughout the State of Iowa.

## **NCAA CLEARINGHOUSE**

For students who potentially might play athletics in college, specific courses meet eligibility standards for freshman participation at member NCAA Division I and II schools. Courses are designated as Approved or Not Approved for the NCAA Clearinghouse. The Counseling Office has further information for questions about the college-bound athlete.

## **TRANSFER IN IOWA TRANSFERRING COMMUNITY COLLEGE CREDIT**

The state of Iowa has a rich tradition of providing quality post-secondary educational opportunities for its citizens that also attracts students from all over the country and world. Today, Iowa's three Regent universities and 15 community colleges serve more than 150,000 students annually!

Iowa's Regent universities and community colleges have joined to create a Web site dedicated to seamless transfer. Their intent is simple - to create a one-stop resource to help students and families plan for their future.

The number one question transfer students ask is "How will my credits transfer?" Follow the 'Transferring Your Credit' links on the Transfer in Iowa website to discover how your courses may transfer to the Regent universities. You are invited to explore, discover, and continue to dream big. Visit [www.transferiniowa.org](http://www.transferiniowa.org) for more information.

### **REGENT ADMISSION INDEX (RAI) COLLEGE ENTRANCE REQUIREMENT**

Students from Iowa high schools planning to begin their studies in fall 2009 or later must have a Regent Admission Index score of at least 245 and take the minimum number of required high school courses to qualify for automatic admission to Iowa State University, the University of Northern Iowa, and the College of Liberal Arts and Sciences at The University of Iowa. Students who achieve a score less than 245 will be considered for admission on an individual basis.

The index combines four factors that strongly predict success at regent universities: ACT or SAT test score, high school rank, high school cumulative grade-point average, and the number of completed high school core courses. Visit [www.regents.iowa.gov/RAI/](http://www.regents.iowa.gov/RAI/) for more information or to calculate your RAI. See your Counselor for more information.

### **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

The (Free Application for Federal Student Aid), or FAFSA, is the first step in the financial aid process when looking for funding available to pursue post-secondary education. Use it to apply for federal student financial aid, such as the Pell Grant, student loans, and college work-study. In addition, most states and schools use FAFSA information to award their financial aid. For more information visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## **OTTUMWA HIGH SCHOOL ATTENDANCE POLICY**

### **Philosophy**

Students are expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Every absence results in a lost opportunity for learning. It is impossible to make up activities such as group discussions, listening to lectures, presentations by guest speakers, or working on cooperative projects. While it may be possible for an absent student to “make up” written work, it is impossible to completely compensate for an absence from class. Although a student may gain full credit for a written make-up assignment, the student is never able to completely “make up” the educational benefits gained from actual attendance in class and may lose participation points for classes missed.

### **Procedures in Case of Absence**

Parents or guardians are expected to phone the Ottumwa High School Attendance Office at 683-4445 regarding a student's absence on or before the day of the absence. The voice mail is activated 24 hours per day, 7 days a week. Any absence not cleared within 48 hours of the student's return to school will be classified as unexcused.

### **Arriving Late to School**

Students who arrive to school more than 15 minutes late to their first class of the day should always report to the attendance office to sign in. You may enter the building through the 4<sup>th</sup> Street Cafeteria doors or 2<sup>nd</sup> Street Cafeteria doors. If you are less than 15 minutes late, you should go to class and will be marked tardy by your teacher. Anytime you are late for any reason, a call from a parent or guardian will be needed to be admitted without an unexcused absence or tardy.

### **Leaving the School Building**

Any student who needs to leave the building during the school day must have a parent call and sign out in the Attendance Office.



### **Make-Up Policy**

For any absence, a student is expected to contact his/her teachers about missed assignments. The allowable time for make-up is one (1) day for each day missed, plus one (1) additional day. (For example, if a student is excused absent for three days, he/she will have four days to make up the work:  $3 + 1 = 4$ .) Missed assignments not made up in the allotted time may be considered late.

Students who are excused from class to participate in a pre-approved absence are accountable for assignments and class activities missed. Arrangements for make-up work should be made IN ADVANCE of the absence with the teacher(s) whose class(es) will be missed. This make-up work should be completed before the absence, unless other arrangements are made with the teacher(s). Failure to make advanced arrangements with teachers may result in the assignment being deemed late.

### **Unexcused Absences**

An unexcused absence is an absence from class or an assigned activity without the permission of a parent/guardian and an administrator of Ottumwa High School. During the school day, a student must have permission from the Attendance Office to be absent from a scheduled class/activity. If a student is seen in school or in the vicinity of school when he/she should be in class, he/she is unexcused and cannot be excused by a parent/guardian. School officials retain the final authority for determining what constitutes an unexcused absence.

- For a first unexcused absence, a student will be assigned one detention and their parents will be notified by phone.
- For a second unexcused absence, a student will be assigned two detentions and their parents will be notified by phone and letter.
- For a third unexcused absence a parent conference with Associate Principal and Counselor will be required. At the meeting, the team will discuss student needs, options, and develop an attendance contract.
- Further instances of unexcused absences will be addressed as defined by the attendance contract.

### **Detention**

Detentions may be scheduled before school, after school, during lunch, or other free periods at the discretion of the Principal or Associate Principal. Time and

location will be communicated to the student. Students are expected to serve detentions as assigned.

**RULES:** 1) Arrive on time. 2) Bring schoolwork and/or reading materials. 3) No food, drinks, or electronic devices. 4) No talking-maintain a quiet study atmosphere. 5) No leaving the room without permission of the supervisor. 6) Follow the instructions of the supervisor.

Students who are assigned detention will have two days to begin serving... Students who do not serve their detention will be suspended from school pending a parent conference with an associate principal. During this conference, an attendance contract will be developed.

Any student sent out of detention for failure to follow the rules will be suspended from school pending a parent conference with an associate principal. During this conference, the student and parents will be notified that any future behavior problems in detention will result in the development of a behavior contract.

### **Tardy Policy**

- Tardy is defined as not being in the designated area (classroom, gym, library, etc.) when the final bell rings.
- If a student arrives after 15 minutes, the student will be counted absent (UNV).
  - It is the student responsibility to make up work and any instruction missed. The teacher is not required to stop instruction for any student that arrives tardy.

**1<sup>st</sup> Tardy:** Teacher will inform student of the first tardy for their class.

**2<sup>nd</sup> Tardy:** Teacher will communicate home expectations of the class and the importance of being on time.

**3<sup>rd</sup> Tardy:** Attendance office referral (green form) and a regular detention issued to student.

**4<sup>th</sup> Tardy:** Attendance office referral (green form), early dismissal detention and attendance contract.

If a student continues to be habitually tardy to the teacher's class the teacher will contact the A.O. and a meeting, attendance contract and/or additional consequences (number to be determined).

## **OTTUMWA SCHOOL DISTRICT**

### **Attendance and Truancy Policy**

#### Board Policy 501.10

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

The attendance monitor shall investigate the cause for a student's truancy. If the attendance monitor is unable to secure the truant student's attendance, the attendance monitor should discuss the next step with the superintendent or designee. If, after administrative action, the student is still truant, the attendance monitor shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent or designee will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report any violation of the mediation agreement to the county attorney.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

**All Students Absent from School Must Have an Excuse!**

Examples: medical documented illness (from a doctor or school nurse), medical documented appointments (from a physician, dentist, etc.), funeral, court documented appointments (from Juvenile Court, DHS, etc.), school sponsored activities, approval of the building principal. Students who miss school to attend an in-town appointment will be excused for one-half day unless otherwise specified by medical or court personnel.

Reviewing the Steps	
6 <sup>th</sup> Non-Excused Day	Warning letter and request for documentation
9 <sup>th</sup> Non-Excused Day	Phone contact and possible home visit
12 <sup>th</sup> Non-Excused Day	Mandatory Administrative Attendance Hearing Parent or Guardian will be served notice County Attorney provided a copy of notice
Continued Non-Excused Absences	Referred for legal action by the County Attorney

A parent or guardian may call their student out of school 6 days per school year for other reasons. These days are verified, not excused. Any day beyond six, without a documented excuse for the absence, is considered truant. Steps will begin towards mediation for excessive absenteeism. Our goal is to increase communication between the school and parents before a student becomes at-risk due to attendance.

**DISCIPLINE POLICY AND PROCEDURES****Class Disruption**

Students are expected to respect the rights of other students to learn. For the first (1<sup>st</sup>) incident of class disruption in a semester for any class the student will be sent to an associate principal. The associate principal will discuss the incident with the student and send him/her to In School Suspension for the remainder of the period. For the second (2<sup>nd</sup>) offense the student will be sent to an associate principal who will assign him/her to In School Suspension and/or refer the student for a meeting with the School Counselor for the remainder of the period

and up to three more meetings of the class that was disrupted. The student will not be allowed to return to the class of the referring teacher until he/she has had a satisfactory conference with the teacher. For the third (3<sup>rd</sup>) incident of disruption of a particular class in a semester, the student will be prohibited from attending the class until a parent meeting can be held with the Principal or Associate Principal, the teacher, and the student. At this meeting, a behavior contract will be developed. Further instances of classroom disruption will be addressed as defined by the behavior contract. While removed from class, either while awaiting the parent meeting or as part of the behavior contract, the student will attend Administrative Assignment and be responsible for meeting with the teacher before and after school to complete coursework.

### **Fighting/Assault**

Fights/assaults will result in an out-of-school suspension and charges may be filed. Any student who is guilty of a second fight or assault in the same school year will be suspended from school for up to 10 days and a meeting with the Superintendent may be held to discuss expulsion.

### **Student Behavior at Activities**

OHS students who attend school activities, either in Ottumwa or as guests at other schools, are expected to behave in a manner that represents our school and community well. Students who do not will be barred from attending events for a period of time to be determined by OHS administration and/or be subject to suspension or other consequences.

## **SECONDARY CODE OF CONDUCT**

### **Introduction and Purpose**

The Secondary Code of Conduct informs parents and students of expected school related behavior and the consequences of unacceptable student conduct. Actions may be taken, other than those specifically provided for in this policy, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

School and activity rules of student behavior shall be enforced at all school events in which students participate or attend, during or outside the regular

school day.

The SECONDARY CODE OF CONDUCT is to be interpreted at all times in light of the applicable Board of Education Rules and Policies, and applicable State and Federal rules, regulations, laws and constitutional provisions. Any conflict in the secondary code of conduct with such provisions shall not invalidate this Code but only the conflicting provision. OHS Administrators retain discretion to determine whether or not a student's actions constitute a violation of this Code.

### **Expectations**

Each student is expected to attend school punctually and regularly, to respect the authority vested in school employees, to respect school property, to be dependable in study, to be clean and tidy in person and attire and to be considerate of classmates.

### **Due Process**

The minimal due process procedures include the right of the student to:

- Be given oral or written notice of the charge.
- Be given the opportunity to admit or deny such charge.
- Be given the explanation of the evidence against the student if he or she denies the charge.
- Be given the opportunity to explain the situation.

### **Prohibited Acts**

Prohibited Acts include, but are not limited to:

- Threatening or assaulting a school employee;
- Insubordination; defined as refusal to follow rules or reasonable directions of a staff member;
- Assaulting or fighting with another student;
- Threatening or assaulting another student;
- Harassment; as defined by the District Anti-Harassment Policy
- Intentional damage to school property;
- Possession or construction of a weapon or the use of an object as a weapon;
- Use, sale or possession or be under the influence of liquor, narcotics, look-alike substances or other harmful substances on school premises;
- Open and/or persistent defiance of school staff and/or school rules and

- regulations;
- Theft of school property or property of staff or students;
- Writing, displaying or use of profane and obscene language in school or at school activities;
- Use or possession of tobacco products or electronic cigarettes on school premises or vicinity;
- Conduct that is detrimental to or disruptive of the school's operation;
- Excessive absences or trancies;
- Engagement in such acts away from school which interfere with the school operations or threaten the safety and welfare of staff members;
- Student's presence when it is detrimental to the school's operation and/or safety of others;
- Misuse of school documents;
- Arson or attempted arson;
- False fire alarms or bomb threats;
- Use of a motor vehicle on school grounds in an inappropriate, irresponsible or unsafe manner;
- Violation of local, state or federal law on school premises.

### **Discipline Alternatives**

Some of the disciplinary actions open to the principal and the assistant principals are (no progression implied):

- Verbal reprimand;
- Parental contact by telephone;
- Parent-student-principal conference;
- Parent-student-administrator-teacher conference;
- Referral to a counselor;
- Referral to a community agency;
- Referral to a law enforcement agency(s);
- Community service;
- Consequences designated to deter a student from repeating the unacceptable behavior;
- Assignment of detention;
- Assignment of in-school suspension;
- Assignment of out-of-school suspension for one (1) to five (5) days;
- Referral to Superintendent for additional out-of-school suspension beyond five (5) days;

- Recommendation of expulsion.

### **Disciplinary Actions**

The following is a general guide for the application of disciplinary procedures.

- Verbal Reprimand: Discuss the problem with student.
- Detention: Time served before or after school.
- In-School Suspension: Removal from regular classes and isolated from the student body in a supervised area. Instructional material from classes will be provided for students.
- Out-of-School Suspension: Short-term suspension, up to and including five (5) days, may be invoked by the principal.
- Long-Term Out-of-School: Long-term out-of-school suspension up to ten (10) days may be invoked by the superintendent in any discipline situation where he/she deems necessary.
- Expulsion: The Board, by majority vote, may expel a student from school (Section 282.5 of the Code of Iowa). Expulsion is considered for (1) immorality; (2) violations of rules and regulations; and (3) evidence that the continued presence of the student is detrimental to the best interests of the school. The administration shall provide a student and parents or guardian of the student proposed for expulsion with a written notice of the reasons that expulsion is being sought. The administration will list the witnesses it intends to offer as evidence to support the request for expulsion. Students, or their representatives, have five (5) days after receiving the expulsion hearing notice in which to submit a written request for a formal hearing before the Board. The administration will schedule a hearing before the Board. The hearing will be scheduled within 14 days of the request for hearing. The Code of Iowa, Chapter 282 shall prevail in all situations.
- Dropping of a Course or Courses: Students may be dropped from a course with a grade of "NC" (no credit) if the student's presence in the class is deemed to be detrimental to the learning situation.
- Transfer to an alternative program or setting: Students who are referred to the office more than 12 times in a school year for disciplinary reasons may be transferred to an alternative setting for the remainder of the school year.

OHS Administrators retain the discretion to assign Disciplinary Actions on a case-by-case basis with consideration for the severity and circumstances of the incident, and for the best interests of the student and the OHS community.



**SUBSTANCE ABUSE (Board Policy 502.4)**

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, electronic cigarettes, other controlled substances, or “look alike” substances that appear to be beer, wine, alcohol, tobacco, other controlled substances, while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered 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.

**Disciplinary Actions (Substance Abuse)**

Violation of this policy may result in one or more of the following:

- Report any/all violations to parents/guardians.
- Report any/all violations to police.
- Refer to SEIDA (or similar agency) for attendance at required substance education classes at the expense of the student/parents.
- Suspend or expel from school.
- Other forms of discipline deemed appropriate by school officials.

Students involved in athletics may also be subject to additional disciplinary actions in accordance with the Athletic Eligibility Code.

**WEAPONS**

The Board of Education and the State of Iowa prohibit bringing weapons and other dangerous objects that present a threat to the health and safety of students, employees, and visitors on school premises and to school activities. (Board Policy 502.6 addresses the weapon issue in depth.)

**Disciplinary Actions (Weapons)**

- Notify parents/guardians of students found to possess a weapon or dangerous object.
- Confiscation of weapons or dangerous objects shall be reported to law enforcement officials.
- Students will be subject to disciplinary action including suspension or expulsion.
- Other forms of discipline deemed appropriate by school officials.

### **Readmission**

Readmission of a student after suspension is the responsibility of the building principal or designee. A parent-student conference may be requested. Readmission of a student expelled can only be approved by the Board or on conditions established by the Board.

### **Miscellaneous**

Student use of motor vehicles: Students wishing to drive to and park at their Attendance Center shall comply with the rules and regulations established by the Board and Administration. Failure to comply with the policy and rules shall be reason for revocation of school driving and parking privileges.

Some actions for which school driving and parking privileges may be revoked are operating a motor vehicle in a dangerous manner, carrying illegal substances or weapons in the vehicle, loitering in a vehicle, operating the vehicle at inappropriate times, and failure to comply with parking regulations.

Law enforcement agencies: Under certain circumstances, school officials are obligated to inform law enforcement authorities of certain types of student misbehavior and such referrals will be made as required.

Skateboards and Scooters: Skateboards and scooters are not allowed to be used on school property. Students that bring skateboards or scooters to school need to keep them in lockers or a secure location.

## **HARASSMENT GUIDELINES**

### **Harassment – Students (Board Policy 106)**

It is the policy of the Ottumwa Community School District to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or by any other form of harassment.

School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local, state and federal laws and board policy and procedures governing harassment within the school setting. Violations of this policy or procedure will be cause for disciplinary actions up to and including expulsion.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator. Procedures for reporting are included in Administrative Regulation 502.14-R. The District will immediately investigate all such complaints and take appropriate corrective action. The District will not condone retaliation against any employee or student who reports possible harassment or assists with an investigation.

**Definitions of Harassment:**

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

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
- 2) submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
- 3) such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual harassment, as set forth in Section A, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

**B. Harassment** on the basis of race, color, creed, religion, national origin, gender, age, disability, or marital status means conduct of a verbal or physical nature that is designed to embarrass, harm, distress, agitate,

disturb, or trouble persons when:

- 1) submission to such conduct is either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
- 2) submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
- 3) such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile or offensive working or learning environment.

Harassment, as set forth in Section B may include, but is not limited to the following:

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

#### **Procedures for Reporting Harassment - Students**

Students shall follow these procedures when reporting harassment:

- 1) Communicate to the harasser that you expect the behavior to stop (may do so verbally or in writing). If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.
- 2) If the behavior is repeated, do the following:
  - a) Report to a teacher, counselor, or associate principal for further investigation.
  - b) All individuals are to cooperate with harassment investigation.

### **GENERAL INFORMATION**

#### **Academic Integrity**

We expect students to do their own work, to the best of their abilities. Each will be evaluated according to the quality of his/her own work. Cheating and plagiarism are wrong. Plagiarism is copying or imitating the language, ideas, or thoughts of another and passing them off as your own original work. Students are responsible for observing the standards on proper citation of sources for written work or other products. Failure to abide by these standards will be

reported to the appropriate school administrative authorities and may result in loss of credit for the assignment or even for the course.

### **Appearance/Dress**

Research indicates that there is a direct relationship between dress and student behavior. Simply stated, students who take pride in their appearance are more apt to take pride in their schoolwork and studies.

At Ottumwa High School, we want our students to get the most benefit from their studies. We, in turn, expect more from our students. The following attire and personal appearance guidelines are designed to encourage good grooming habits as well as a more serious scholastic attitude. It is the responsibility of our students and their parents to see to it that students dress appropriately for school. THE BEST POLICY TO FOLLOW IS, "If you have a doubt as to whether an article of clothing is appropriate, do not wear it."

While the primary responsibility for appearance rests with the students and with their parents, the ADMINISTRATION HAS THE RIGHT TO JUDGE WHAT IS PROPER AND WHAT IS NOT. Regulations for appearance/dress apply equally to male and female students.

The following will **NOT** be considered appropriate school attire:

1. **Head covering** – hats, hoodies or anything worn that covers the head. Separate head coverings needs to be put in locker or book bag upon entering school. No head coverings can be worn from 8:10-3:15 while anywhere in the building.
2. **Headwear**- Sunglasses, bandanas, visors, any novelty headwear. Separate headwear needs to be put in locker or book bag upon entering school. No headwear can be worn from 8:10-3:15 while anywhere in the building.
3. **Shirts:**
  - Must not expose midsection or cleavage.
  - Shirts with large, open armholes will not be permitted.
  - Tops that expose undergarments (bra straps) will not be permitted including: strapless, halter, one-shoulder, spaghetti strap, racer-back, or narrow strap shirts unless worn under a jacket or over a shirt or sweater.

**4. Other Clothing & Apparel:**

- With alcohol, tobacco, or drug advertising.
- With inappropriate words or phrases including words, phrases, or symbols that are gang related.
- Apparel that carries images, slogans, pictures, diagrams or that espouses in any fashion negative or degrading ethnic, racial, sexual or gender messages, or can be construed in a reasonable fashion to do so.
- Clothing to be a form of expression that promotes violence, bigotry, hate or abuse.

**5. Pants:**

- Must be worn at the waist line
- No holes exposing undergarments or that are higher than the inseam, or which are otherwise deemed to be inappropriate.

**6. Skirts, shorts, shoes, dresses & rompers:**

- Must be appropriate in length.
- Skirts and shorts must be at a length that allows students to sit and bend with modesty.
- The measurement standard used for **skirts and shorts** is that when your arms are held relaxed at your side, the tips of your fingers should not touch your leg skin.
- Shoes must have some sort of sole (no barefoot).

**7. Pajamas, Slippers, Blankets & Costumes**

**Students will be required to change their attire before being allowed to go back to class.**

**Buses**

- High school students may board a school bus at an elementary school for transportation to OHS. Students are expected to adhere to all bus rules and regulations.
- For information on **city buses**, call **641-683-0695**.
- For information on **rural buses**, call **641-954-9900**.

### **Cafeteria**

- Students may bring a sack lunch or purchase their lunch. Lunch credits will be used to buy food in the snack bar or cafeteria.
- Students are responsible for disposing of trash. No food or drink may be carried from the cafeteria into other areas of the school building. **All students must report to the cafeteria and remain there during their lunch period. Students may not leave the cafeteria without permission during lunchtime.**
- Due to Federal School Lunch Regulations, restaurants are not allowed to make deliveries for students to the cafeteria during lunch.

### **Dances**

School dances are for high school students and their dates. **OHS students must show their I.D. cards.** Guest dates of OHS students must have a signed guest pass. Once students leave a dance, they will not be allowed to return. All rules of conduct regarding student behavior during the school day will apply at dances. No slam dancing is allowed. No student may enter within one hour before the dance ends. Students enrolled in middle school or younger than high school age may not attend dances. No individuals over the age of 20 unless prior approval by administration.

### **Defacing and Breaking of Property**

Teachers will take stock of the condition of books, materials, and equipment used by students. In cases of undue wear, breakage, or mutilation, students will be held accountable. Teachers will report cases that they believe warrant an office appraisal. Appropriate consequences will be determined at the discretion of the Principal or Associate Principal.

### **Dismissal of Students**

Students are to remain in their seats until dismissed by the teacher after the bell rings ending a class period.

## **Doors**

Students and visitors should enter the building through the cafeteria before school. Students who wish to leave the cafeteria and enter the school building before 8:05 must sign in at the appropriate station. All other doors remain locked until 8:00.

## **Responsible Electronic Device Use (Board Policy 605.6)**

Students are encouraged to use cell phones and other devices in a responsible manner. Students who wish to possess cell phones at school will be required to provide the school with their cell number.

Students and parents should also be aware that the inappropriate use of such devices will lead to the device being confiscated pending an investigation by school personnel and/or law enforcement. Charges may be filed if deemed appropriate by administration.

Examples of electronic devices include but are not limited to:

- Cell/Smart Phones
- Tablets
- Smart/Fitness watches that can receive communication
- Ear buds/Head phones/Other listening devices
- Bluetooth speakers

Examples of inappropriate use include but are not limited to:

- Taking or possessing inappropriate pictures or videos of others with/without permission
- Using electronic devices to harass others
- Sending inappropriate texts, pictures, or videos or social media posts
- Spreading rumors or using devices in any manner which causes a disruption at school
- Sending texts/copies of test/quizzes/assignments or any others for means of cheating or plagiarizing

**\*Teachers have the right to hold electronic devices & smart watches on summative assessment day until testing is over.**

Cell phones and other electronic devices are not to be used during class time



without the direct permission of a staff member and they may be used for learning and academic purposes only. If these items are used without permission, or if they cause a classroom disruption, students will be referred to the associate principal's office.

**1st Offense:** The item will be confiscated by the associate principal and returned at the end of the school day.

**2nd Offense\*:** The item will be confiscated and returned only to a parent. The student will be assigned to Room 318 for the remainder of the period.  
\*2nd and subsequent offenses from the same class may result in a referral for classroom disruption.

**3rd Offense:** The item will be confiscated and returned only to a parent. The student will be assigned to Room 318 for the remainder of the day. Out-of-school suspension or other consequences, including the loss of cell phone privileges, may be assigned at the discretion of the Principal or Associate Principal.

**\*Ottumwa High School reserves the right to skip steps 1 and/or 2 and proceed directly to step 3 depending on the seriousness of the violation.**

**\*It is not the responsibility of the school or the teacher to charge any student device during the school day.**

### **Elevator Keys**

The elevators at OHS are intended to assist people who are not able to physically navigate stairs due to medical conditions. Students may temporarily sign out an elevator key from the school nurse. A medical doctor's written notice must be presented at the time of the request for the elevator key.

### **Emergency School Closing**

School closings due to weather conditions will be announced on the local radio stations starting at 6:00 a.m. You are encouraged to sign up for Power Announcement through your Power School account to receive text messages and/or email messages regarding late starts or school cancellations. You may also download the Ottumwa Schools App as another convenient way to receive

important notifications and communications. If these resources are not available, you may call 683-4444, option #8.

### **Emergency Messages**

The Switchboard will deliver emergency messages only from parents to students.

### **Emergency Response Drills**

Emergency drills will be held periodically throughout the school year. Each classroom will have the plan for the appropriate response. Students should follow teacher instructions.

### **Field Trips**

Any student wanting to attend a field trip has the opportunity to do so. If the field trip spans the length of only the class period that the field trip is scheduled for and the student is passing that class the student may attend the field trip without question.

If the field trip spans the length of multiple class periods, the student must be passing the classes that they will miss during the field trip. The staff member must notify the student if they are unable to attend their field trip 24 hours prior to the field trip taking place.

Any student who has three or more days of ISS or OSS may be dropped from the travel/field trip for that semester or school year. If the field trip is organized by a student group and the staff member does not have access to student discipline the attendance office will assist with the discipline check.

The staff member organizing the field trip will provide a list of those attending to the main office secretary for the daily bulletin. The staff member organizing the field trip will provide a list of those NOT attending to attendance office secretaries (based on the staff member checking student grades in PS). The students that cannot attend due to failing grades will go to Learning Lab during the periods of the field trip to work on missing assignments/work.

If the field trip is organized by a student group and the staff member does not

have access to student grades the guidance counselors will assist with the grade check.

**\*Under certain circumstances exceptions may be made. Staff members will need to seek administrative approval to do so.**

### **Food**

The eating and drinking of food and beverages (including candy, gum, snacks and soft drinks) is not permitted in the hallways or classrooms. Food may be consumed only in the cafeteria, *Foods* classroom and staff areas. Students may not remove food/drink from the cafeteria.

### **Gangs**

The staff and administration at OHS believe that the presence of gangs and gang activities may cause a substantial disruption of or material interference with school and school activities. By definition, a gang is a group of three or more people who meet for anti-social activity. This would include recognized gangs and/or groups who gather to mimic gang activity. An individual to whom two of the following apply is considered gang associated: a) self-proclamation, b) witness testimony or official statement, c) written or electronic correspondence, d) paraphernalia or photographs, e) tattoos, f) clothing or colors, g) any other indicia of gang membership.

Gang membership and the demonstration of gang membership may be shown to be a disruptive influence to the educational environment of the Ottumwa High School and the safety of its students/staff/guests. Gang membership will not be tolerated, as it is contrary to a safe, orderly, and respectful school community. It is the intent of the Ottumwa High School to provide a safe environment.

School officials are authorized to:

- Investigate allegations of gang existence, gang membership, and/or gang activities.
- Involve parents in early interventions with all students causing disruption.
- Implement an escalating series of consequences for students who are determined to be associated with gang membership and/or gang behaviors. Consequences may include, but are not limited to:

First Offense\*: Warning, parent conference, confiscation of items deemed to be gang related.

Second Offense: In-school suspension and a parent conference.

Third Offense: Out-of-school suspension and a parent conference.

Fourth Offense: Recommendation to the Superintendent/Board for expulsion.

\* For serious offenses, consequences may begin with steps 2, 3 or 4.

- Cooperate with appropriate law enforcement officials.

### **Good Neighbor Policy**

Our neighbors (Reece Funeral Home, the churches, and others) have requested that students stay off their properties. Please respect this request.

### **Hall Lockers**

Each student is assigned a hall locker to provide safekeeping for clothing, coats and school-related materials. Students may use only the lockers assigned to them. If a student has a problem with a locker, he/she must arrive in the Counseling office to request help BEFORE the tardy bell rings.

The lockers are the property of the school district. School officials retain the right of access to student lockers to ensure student well-being. Street locks are not permitted on lockers. **School officials will conduct periodic inspections of lockers, desks, corridors and other facilities belonging to the school and provided to the students as a courtesy. A police dog may be used occasionally to inspect lockers.**

### **Hall Passes**

No student is to be in the halls without a pass from staff or instructor. Students must use their own agenda (planners) for a pass. Students will only be allowed to obtain a pass from a teacher on their schedule. Each student will report to his class first and then, with permission from the teacher, obtain a pass to go to another class or to the office. The student must comply with the above regulation; otherwise, he or she could be counted absent or tardy from class. When a pass is granted, the student must report back to his or her teacher before the end of the period.

### **Identification Card**

Students should carry their school issued ID at all times during the school day and at all school events. The purpose of an identification card is to provide staff and others with a means to identify OHS students. Students will need to pay for replacement if the ID is found not to be in acceptable condition.

- An identification card will be issued to each student at the beginning of the school year.
- Temporary IDs are purchased from the Business Office.

Along with the ID, students should also have their Agendas with them to check out books from the library and to use as hall passes. The manufacture, distribution, or use of a false ID will result in suspension.

### **Parking Regulations**

Students may park only in designated areas. Improperly parked vehicles may be towed away at the owner's expense. Reckless driving will be referred to the police. (See Secondary Code of Conduct)

### **Public Display of Affection**

Students will be expected to display responsible, mature behavior at school and school activities. Students should not engage in inappropriate displays of affection. This includes kissing, prolonged embraces, or other inappropriate physical contact. If these behaviors are observed, a staff member will address the behavior and may refer the students to the office.

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

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

student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

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

### **Suspension**

Students who have been suspended from school have the right to make up all assignments. Students assigned to in-school suspension (ISS) should see their teacher to arrange for make-up work. Students assigned out-of-school suspension should take their books home, call the Counseling office to arrange for make-up work, and the work will be due upon return to school. Students who are referred out of ISS will have days added to their suspension time.

### **Telephones**

Students who need to use a telephone should use the phone in the Main Office. Classroom telephones are to be used by teachers only.

### **Textbooks**

The Board of Education provides free textbooks for all students. Students are expected to take reasonable care of their books and return them at the conclusion of the semester/year. Students should print their names and other

requested information on the inside front covers of their textbooks. STUDENTS WILL BE BILLED FOR LOST BOOKS OR DAMAGE BEYOND WHAT WOULD NORMALLY BE EXPECTED. Teachers should insist that students write their names and room numbers (in ink) in each book.

### **Video Surveillance**

Students should be aware that Ottumwa High School facilities are under video surveillance and that video evidence may be used by school administrators in any and all investigations.

### **Visitors**

While parents are always welcome to visit classes, we ask that they register with the Receptionist when they enter the building. In order to maintain an orderly learning environment, the administration does not allow students to bring friends to visit during the school day.

## **OFFICES**

### **Main Office (683-4444)**

Students should report to the Main Office for help with any of the following:

- Appointment to see the principal
- Valuables that need to be in the vault for safe keeping during the school day
- School Driver License
- General questions, concerns, comments, or complaints.

The Main Office opens at 7:00 a.m. and closes at 3:45 p.m. (3:15 p.m. on Fridays).

### **Attendance Office (683-4445)**

Students should report to the Attendance Office for help with any of the following:

- Attendance issues
- Cannot find teacher/class/classroom
- Sign in or sign out (if arriving late or leaving early.)
- Harassment
- A question, concern, comment or complaint

The attendance office is open from 7:30 a.m. to 4:00 p.m. (3:30 p.m. on Fridays).

**Business/Activities Office (683-4446)**

The Business Office handles student fees, activity funds and student activities.

- All student bills are paid in the Business Office
- All funds collected by clubs and organizations must be deposited in the Business Office.

The Business Office is open from 7:30 a.m. to 4:00 p.m. (3:30 p.m. on Fridays).

**Counseling Office (683-4447)**

In school and in the future, you will face situations requiring skills and experience in managing personal concerns as well as making choices, decisions, and plans. Your high school counseling services are designed to help you to acquire these skills and the experience to apply them to situations you encounter. At Ottumwa High School, the counseling program includes counseling as well as other related services...

**Visit with your counselor if you have questions such as:**

- How am I doing this year?
- How does my performance relate to that of other students?
- Do I have enough credits?
- Am I taking the right courses?
- What courses and credits are required for graduation?
- How do I get involved in an extracurricular activity?

**See your counselor as you plan your career:**

- Which high school subjects will help prepare me for my job or further training?
- What's the difference between a community college and a four-year college/ university?
- What kind of training is available at an area community college such as Indian Hills Community College?
- What kinds of civilian jobs can I be trained for as a member of one of the Armed Services?
- Which college should I attend?



- How do I apply for the school or college I want to attend?
- How do I apply for financial aid?
- What is involved in apprenticeship training?

**Make an appointment with your counselor by:**

- Obtaining an appointment slip from the Counseling Office secretary.
- Completing the appointment slip.
- Leaving your completed slip with the Counseling Office secretary.
- Keeping your appointment as scheduled by your counselor.

**Registrar (located in the Counseling Office)**

- Request Transcripts / Student Records
- Problems with lockers (and must arrive before the tardy bell)

**Health Services (683-4448)**

**The school nurse** is available for your health care, health counseling and emergencies. During class, you need a pass from your teacher to see the nurse. The nurse will contact parent(s) by phone when necessary for you to leave school because of illness or injury.

**Medication Policy** Students needing to have medication administered during the school day must follow the districts' medication policy. **Prescription medication** shall be administered when the student's parent or guardian **and** the doctor provide a signed and dated written statement requesting medication administration. **Non-prescription medication** shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration. All medication must be in its current original labeled container.

**Immunization** State law requires that students must be properly immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, chicken pox, and Hepatitis B before entering school. Only students who are medically exempt or have a religious exemption will be allowed to enter school without the required immunizations.

**Dental** Iowa law requires that every student entering ninth grade must provide the school with proof of a dental check-up. If you have questions or need help

getting a dental check-up, please contact the school nurse.

**Hearing** All tenth grade students will have their hearing screened by Great Prairie AEA staff in the spring. Any student who does not pass the initial screening will be given further testing by an audiologist. The results of this testing will be sent to parents.

**Teen Health Center** The American Home Finding Association is the sponsoring organization and is responsible for the control, funding and management of the Health Center. The Health Center seeks to improve the overall physical and emotional health of adolescents and to provide reliable medical services.

- **Services:** The Health Center provides a comprehensive range of primary and preventive health services.
- **Records:** All records are confidential by law. No records can be obtained or released without written consent of the parent and/or student.
- **Parental Consent:** All students under eighteen (18) years of age requesting services must have on file a consent form signed by a parent or guardian. Forms are available at the Teen Health Center and in the Counseling Office of Ottumwa High School.
- **Eligibility:** All students enrolled in grades 7 - 12 are eligible to use the Health Center regardless of sex, race or ability to pay.
- **Financial Liability:** The program will provide services at no cost to the patient. It may be necessary to refer some patients to other agencies for special services. Every effort will be made to refer patients to providers who will consider the patients' ability to pay for services. The program is not financially liable for patient bills incurred through such referrals. Clients meeting established income guidelines will be eligible for financial assistance for certain types of dental, medical and pharmacological referrals.

#### **Mental Health Therapy Services**

A mental health youth counselor from American Home Finding is available daily at OHS. Services provided by the youth counselor include, screening and assessment, conflict mediation, crisis intervention, consultation with staff about student issues, and grief counseling as needed. Referrals can be made by students, families, peers, and school personnel.

These services are available to all students at Ottumwa High School. If a

parent/guardian does not want their child to have access to these services. they must notify the school. All of the above services are provided at no cost to the student or family.

If it is deemed after assessment that a student would benefit from and agrees to on-going therapy, a parent/guardian will be contacted to arrange for referral outside of the school setting or to complete necessary paperwork for the mental health therapy to be provided by the therapist at school. At that time, appropriate financial/insurance arrangements will be made.

### **Media Services**

The library has books available for research and leisure reading. Computers are also available to assist students in accessing the most up-to-date information. It is open Monday-Thursday from 7:30 a.m. to 3:30 p.m. and Friday from 7:30 a.m. to 3:00 p.m. Books may be checked out for three weeks and may be renewed. The card catalog is computerized and can be accessed anywhere in the school. Library notices for overdue books are sent to students through advisory. There are no fines for materials returned, but students are charged for lost materials.

Three computer labs are available for classroom use during school hours. The classroom teacher arranges computer lab usage with the audiovisual associate.

The audiovisual department has numerous technology sources available through teacher check out for student use. The classroom teacher arranges technology equipment usage with the audiovisual associate.

Databases on the Internet are available free to students and their families both at school and at home. They offer current full-text magazine and newspaper articles. Students can also access images from the Associate Press, Clipart and a weather site. The Internet addresses for these databases, usernames and passwords are available in the library.

## ACTIVITIES AND CLUBS

### Athletics

The following interscholastic sports are offered at Ottumwa High School for all grades. For further information on sports, call the Athletic Office, 683-4444 Option #4.

#### **GIRLS**

##### Fall

- Cross Country
- Swimming
- Volleyball

##### Winter

- Basketball
- Bowling

##### Spring

- Tennis
- Track
- Golf
- Soccer

##### Summer

- Softball

#### **BOYS**

##### Fall

- Cross Country
- Football
- Golf

##### Winter

- Basketball
- Swimming
- Wrestling
- Bowling

##### Spring

- Tennis
- Track
- Soccer

##### Summer

- Baseball

### Archery Club

The Ottumwa Bulldogs Archery Club/Team is a competitive team that attends several area tournaments within Southeast Iowa. The managing group is comprised of trained Basic Archery Instructors, as well as experienced volunteer archers as coaches for the team. Practices will be held weekly.

### Argus Annual (Yearbook)

Positions on the yearbook staff are open to sophomores, juniors and seniors. Students must fill out applications prior to February registration to be considered for a position on the staff. Positions available are: computer layout specialist, head photographer, business manager (at least one year experience), and editor

(at least one year experience).

### **Art Club**

The OHS Art Club is a social organization open to any high school student who has an interest in the visual arts and wishes to participate in extracurricular arts activities. Members create art projects, school murals, art displays, and T-shirt designs. The club also plans fundraisers and visits art galleries and museums. Art Club meets on a weekly basis, usually every Tuesday after school. If you are interested in becoming a member, please contact any of the visual arts staff or any Art Club member.

### **Best Buddies**

The mission of Best Buddies is to establish a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities.

### **Cheerleaders**

To be selected as a cheerleader, a student must have school spirit, cheerleading abilities and a basic knowledge of athletics. Cheerleaders are responsible for presenting pep assemblies as well as leading the student body in cheers at athletic events. An individual may try out for fall sports (football) and/or winter sports (basketball or wrestling).

All cheerleaders receive awards after each season if they have faithfully carried out their duties. The freshman cheerleaders receive numerals, sophomores receive certificates, first year varsity cheerleaders receive letters, and second year varsity cheerleaders receive pins.

### **Dance Team**

The OHS Dance Team is a group of students who perform at Varsity Boys and Girls Basketball games during half time. The purpose of the Dance Team is to promote school spirit through dance. Members perform a variety of dances such as pom, jazz and hip-hop.

### **Drama Club**

Drama Club membership is for any student who actively participates in Ottumwa High School Theatre productions. Participation can be in the areas of acting, student directing, costuming, lighting, make-up, sound, publicity, construction, stage crews, or properties.

Members earn points towards the Torch Club as well as International Thespians. Activities include drama workshops at OHS and other schools, trips to plays, and other theatre-related activities. The Thespians are the voting members of the Drama Club. The International Thespians Dramatic Honor Society of High Schools is a dramatic honor society founded for the purpose of creating more active and intelligent interest in dramatics among the students of our secondary school.

Membership in Troupe 615, the OHS chapter of the International Thespians Dramatic Honor Society, is an honor reserved for students who meet specific requirements. Membership Requirements: Students must earn ten points as set forth in the point system, five of which must be acquired at the school where they are to be initiated. Thespian membership will be awarded on a democratic basis to all students who qualify according to the requirements of the point system. No student will be denied membership if he/she has accumulated the required ten points. Also, a student must participate in at least two full-length productions or one full-length production and two one-act productions or an established equivalent. The Drama Club meets the first Monday of the month.

### **FCCLA**

FCCLA (Family, Career and Community Leaders of America) is a national nonprofit student-run organization. It offers students the opportunity to expand their leadership potential and develop skills for life planning, goal setting, problem solving, decision-making and interpersonal communication. This is a youth leadership organization for students enrolled in Family and Consumer Sciences (FACS) classes. FCCLA encourages young people to take the lead, build strong relationships and communities and take control of their futures. Students can participate in STAR events, which are student competitions in many areas of Family and Consumer Sciences course work.

### **First Tech Challenge**

First Tech Challenge (FTC) is an out of school program for high school students to learn about the fields of science, technology, engineering and math (STEM) through hands-on learning in the field of robotics. By participating in FTC it makes and encourages the team members to be more interested in math and science while expanding their knowledge in careers involving computer programming, business, and engineering. Through the FTC program, robotics team members build and program robots. These robots then compete at the FTC Iowa State Tournament with the potential for qualifying for the World Championship Competition.

### **Future Educators of America (FEA)**

FEA is a club that promotes teaching. Any student who is considering a career in education, whether it be preschool, elementary, or secondary is encouraged to be a part of this national club.

### **Interact Club**

Interact is a service club for youth at Ottumwa High School. It is sponsored by the Ottumwa Rotary Club and is dedicated to service in our community, as well as internationally. Membership is open to all OHS students who are interested in working in our community and earning community service (Silver Cord) hours. We also fundraise to help support one international project each year. This club meets once a week and has many service opportunities throughout the year.

### **International Club**

The International Club is for any student interested in sharing/gaining a more global view of foreign cultures. The club meets monthly. Most students in the club are taking a foreign language. Activities include: (1) assisting in the integration of foreign exchange students at OHS, (2) organizing a foreign student weekend, (3) planning a holiday party featuring foreign cuisine, and (4) sponsoring a farewell party for OHS exchange students.

### **National Honor Society - Torch Club**

The National Honor Society was introduced in August 1924 at Ottumwa High School, and is one of the highest honors that can be awarded to a high school student. Students selected to this organization are chosen for their outstanding qualities of scholarship, leadership, character, and service. Students may qualify for Torch Club by meeting the following requirements:

- **Scholarship.** To meet this requisite, a cumulative grade point average of 3.2 or above at the end of four or more semesters is required.
- **Leadership and Service.** Active participation in activities and service to the high school demonstrate the responsibility of the candidate. Twenty-two honor points for school activities or service during the first four or more semesters at the high school are necessary. It is the responsibility of the activity sponsor or coach to give the registrar a list of points earned within ten (10) days after the completion of the activity. NO POINTS SHALL BE AWARDED FOR ANY PARTICIPANT RECEIVING CREDIT OR MONETARY REWARD. Following is a listing of NHS Points.

The following are the maximum points that may be allowed per year. Fewer points may be allowed at the discretion of the sponsor or the coach of the activity.

Activity	Points	Activity	Points
<b><u>Athletics</u></b> (Cap = 12 points)		<b><u>JROTC</u></b>	
• Varsity team	3	• Color Guard	3
• Junior Varsity Team	2	• Drill Team	3
• Sophomore team	2	• Raiders	3
• Freshman team	2		
• Student Manager	3	<b><u>Music</u></b> (Cap = 12 points)	
• Other Participants	1	• Marching Band	1
		• Jazz Band	3
<b><u>Cheerleaders</u></b>		• Show Choir	3
• Varsity (per season)	3	• School Musical	1-3
• Sophomore (per season)	2	• Color Guard/Flags	3
• Freshman (per season)	1½		
• Competition Squad	3	<b><u>Music Competition</u></b>	2
		• Band – Solo	2
<b><u>Class Officers or Leaders</u></b>		• Band – Ensemble	1
• Class Officer - Homecoming	1	• Orchestra – Solo	2
• Prom (11th grade)	1	• Orchestra - Ensemble	1
		• Orchestra Competition	1



<u>Club</u>		<ul style="list-style-type: none"> <li>Vocal – Solo 2</li> <li>Vocal – Ensemble 1</li> </ul>
<ul style="list-style-type: none"> <li>Club Officer 2</li> <li>Active/Contributing Member 1</li> </ul>		
<u>Debate</u>		<ul style="list-style-type: none"> <li>Contest participants 3</li> <li>Others 2</li> </ul>
<ul style="list-style-type: none"> <li>Team 4</li> <li>Other debaters 2</li> </ul>		
<u>Dramatics (full-length play)</u>		<ul style="list-style-type: none"> <li>In School-Rated Activities 1</li> </ul>
<ul style="list-style-type: none"> <li>Principals 2</li> <li>Supporting Roles 2</li> <li>Head of Crew 2</li> </ul>		<u>Student Council</u> <ul style="list-style-type: none"> <li>President 4</li> <li>Active/Contributing Member 3</li> </ul>
<ul style="list-style-type: none"> <li>Minor Role 1</li> <li>Member of Crew 1</li> <li>One Act Plays ½</li> </ul>		

The Torch Club will be an active organization with regular meetings and activities designed to serve the school and community. Membership is both an honor and a responsibility. You must maintain the qualities for which you were selected and contribute to the organization and its programs. Attendance at regularly scheduled meetings is required for membership. Transfer members must meet the new chapter standards within one semester to retain their membership. Members who are seniors in good standing are eligible to be nominated for competition in the National Honor Society Scholarship Program.

#### **Selection and Dismissal**

- Students do not apply for membership in the Honor Society. Membership is granted to those students who meet the grade point requirement and the activity point requirement.
- To be eligible, the candidate must be a junior or senior and have been in attendance at Ottumwa High School the equivalent of one semester.
- Candidates must have a cumulative scholastic average of 3.2 or better and have earned 22 service points to be considered.
- Students must have approval of the administration.
- Members who fall below the standards, which were the basis for their selection, shall be warned in writing by the chapter advisor and given reasonable time to correct the deficiency, except in cases of flagrant violation of Ottumwa High School rules or civic laws when the warning shall not be necessary.

- In cases of impending dismissal, the member shall have the right to a hearing before the faculty council and then may appeal under the same procedures as disciplinary appeals.
- Students may resign with the understanding they may never again be eligible for membership in the National Honor Society nor may they claim its benefits. Parents and students will receive written notice before formal action is taken.

### **Science Club**

The Science Club provides students with an opportunity to socialize with other members of the student body who are interested in science. Science Club gives its members a chance to enjoy themselves in a selected metropolitan area (Chicago, Minneapolis, Omaha, etc.), where they visit museums, zoos, and many other wondrous sites. Membership is open to any high school student who is fascinated by intellectual conversations about science. Regular meetings are held on most Mondays after school.

### **Silver Cord**

The Silver Cord program is an opportunity for students to be recognized for hours of community service that they have completed during their four years of high school. For service hours to be honored, the student may not receive payment or credit for their service. Students may see an OHS administrator or the Silver Cord Advisor if concerned whether the service they have chosen is acceptable. Not all hours can be from the same activity, as it is expected that students will volunteer for a variety of activities. If students complete the required 200 hours of service, they will be recognized at the Senior Honors Assembly and will wear a silver cord at commencement.

### **Speech and Debate Team**

Speech and Debate are activities that offer individuals an excellent opportunity to develop communication skills.

Each year a national debate topic is selected and debated throughout the season. Research analysis, reasoning, organization, argumentation, delivery and leadership are some of the talents that can be developed through competitive debate.

Individual speakers choose from many areas of speech: humorous, dramatic, poetry, extemporaneous, oratory, radio, storytelling, and impromptu. Individual speakers accrue many of the same benefits as the debaters, and they gain experience in reading and analyzing a wide variety of literature.

In addition to individual improvement, there is the fun and excitement of traveling to compete with other high schools from Iowa and surrounding states. The speech and debate team is one of Ottumwa High's more active organizations and maintains a vigorous program for its members.

The season begins at the opening of the school year with research, training, and practice for everyone on the team. The tournament schedule begins in late September and concludes in March. We maintain an active schedule of both Saturday and Friday-Saturday overnight tournaments.

The Ottumwa High School speech and debate team participates in the Iowa High School Speech Association, the Iowa Forensics League and the National Forensics League. The National Forensics League is an honor society organized to recognize excellence in speech and debate activities. National Forensics League membership is recognized by most as a significant achievement. Some speech and debate team members choose to participate in only debate, some do only individual events and some do both speech and debate. Membership on the team is open to any student in high school. The main requirements are enthusiasm, the willingness to work hard and to attend practice and tournaments sanctioned by the team.

### **Student Council**

The Student Council of Ottumwa High School, organized in 1921, is a representative student government. OHS students have a voice in the government through the representatives they elect. Student Council is the channel through which students may express their opinions and offer suggestions to faculty and administration.

The Council consists of forty-eight to fifty representatives (occasionally there are foreign-exchange students), elected by the student body for one-year terms. Twelve representatives are chosen from each class at the end of each school year. The Council maintains the following committees: Building and Grounds, Community, Moneymaking, Relations, and Social. It also provides leadership-training experiences for its members at the state, regional, and national levels.

The OHS Student Council has been recognized as one of the outstanding councils in the state of Iowa and has been awarded meritorious distinction.

### **Trapshooting Club**

The OHS Trapshooting club is open to all OHS students, male and female, who are interested in the shooting sports. The season runs from March until the end of May/early June. This is a competitive sport of trapshooting where groups of five individuals compose a squad of competitors. The team competes in the Southeast Iowa Conference and will also compete in a number of Invitational shoots, typically on weekends, throughout the months of April and May. Practices typically begin in March and will be held at the trap shooting fields at the Ottumwa Izaak Walton League facility. This sport is covered under the National Scholastic Shooting Sports Foundation and the Scholastic Clays Target Program. Shooters may become eligible to compete in the state trapshooting competition.

## **GENERAL EDUCATION PROVISIONS**

These general education interventions may occur at any time throughout the school year:

- Teacher consultation and collaboration
- Peer counseling
- Individual counseling
- Group counseling
- Peer tutoring
- Computerized instruction
- Tutorial instruction
- Cooperative learning
- Modification of instructional materials and/or methods

- Child Day Care services
- Social services
- Attendance counselor
- Adult services for youth
- Teen Health Center
- Referral to Great Prairie Area Education Agency. The Great Prairie AEA staff includes audiologists, consultants, itinerant teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech/language pathologists. These professionals will be available to help you and your son/daughter. Students' teachers may contact any of these AEA professionals to observe students, to talk with them or to participate in discussions about students. An AEA employee may be in contact with your son/daughter this school year. **If you do not want the above services, please notify the school in writing.** If you have any questions or concerns about these services, please call Nathan Wood at the GPAEA (641-682-8591).

### **STUDENT INTERNET ACCESS POLICY**

(Reference Board Policy 605.4, 605.6, 605.6R1, 605.7, 605.8, 606.4)

The vast domain of information contained within the Internet's libraries can provide unlimited opportunities to students. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time. Students will be expected to abide by the following network etiquette, including but not limited to:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through their own account. Students should adhere to the following guidelines:

- Others may be able to read or access the mail, so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

## **DISTRICT WELLNESS POLICY**

The Ottumwa Community School Board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The Ottumwa Community School District supports a healthy environment where students learn and participate in positive dietary lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential. Please visit the following website to access the entire District Wellness Policy:

**[www.ottumwaschools.com/wellness](http://www.ottumwaschools.com/wellness)**

## **HAWK I INSURANCE**

**HAWK I** is a health insurance program for kids in Iowa under the age of 19. This insurance is either **free** or at a **low cost** for Iowa kids. For further information and or help with registering for this insurance program, please contact 1-800-452-1098 ext. 109. Your school nurse can also provide more information.

## **GRIEVANCE PROCEDURE**

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Compliance Officer Teri King, Director of Human Resources, 1112 N. Van Buren, Ottumwa, IA 52501, Telephone: (641) 684-6597, Email: ([teri.king@ottumwaschools.com](mailto:teri.king@ottumwaschools.com)); or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov) .

## **USE OF STUDENT RECORDS**

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian not wanting this information released to the public must make objection in writing no later than September 15, and within fifteen (15) days of enrollment should enrollment occur after that date. You must renew this objection at the beginning of each school year. Your notification should be directed to the Principal's Office of the Ottumwa High School and should be dated and signed.

Name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

## **LEVEL I INVESTIGATORS**

Building principals in the Ottumwa Community School District serve as Level I investigators for allegations of abuse of enrolled students. Assistant principals, the associate superintendent, and the director of curriculum and instruction serve as alternative Level I investigators. Level I investigators will respond promptly to allegations of physical or sexual abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible, according to board policy. Employees are required to assist in the investigation to provide information and to maintain confidentiality of the reporting and investigation process.

All Level I investigators and alternates have received the appropriate training to conduct such investigations. Board Policy requires the district to release this information to parents annually.

## **HOMELESS CHILDREN**

**Definition:** Anyone who, due to a lack of housing, lives

- In emergency or transitional shelters.

- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, or awaiting foster care.
- In cars, parks, public places, bus or train stations, or abandoned buildings.
- Doubled up with relatives or friends.
- Migratory children living in these conditions.

#### **What Homeless Families Need to Know**

- Homeless children have the right to attend school.
- You do not need a permanent address to enroll your child in school.
- Homeless children have the right to stay in their home school if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has the right to transportation services to and from the school of origin.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

#### **Local Homeless Education Liaison**

Toby Mitchell      641-777-0245

#### **State Coordinator**

Carolyn Cobb      515-402-2736

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the Ottumwa Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Teri King, Director of Human Resources, 1112 N. Van Buren, Ottumwa, IA 52501, Telephone: (641) 684-6597, Email: ([teri.king@ottumwaschools.com](mailto:teri.king@ottumwaschools.com)); or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W.



Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

# **OTTUMWA HIGH SCHOOL**

**Phone Number: 683-4444**

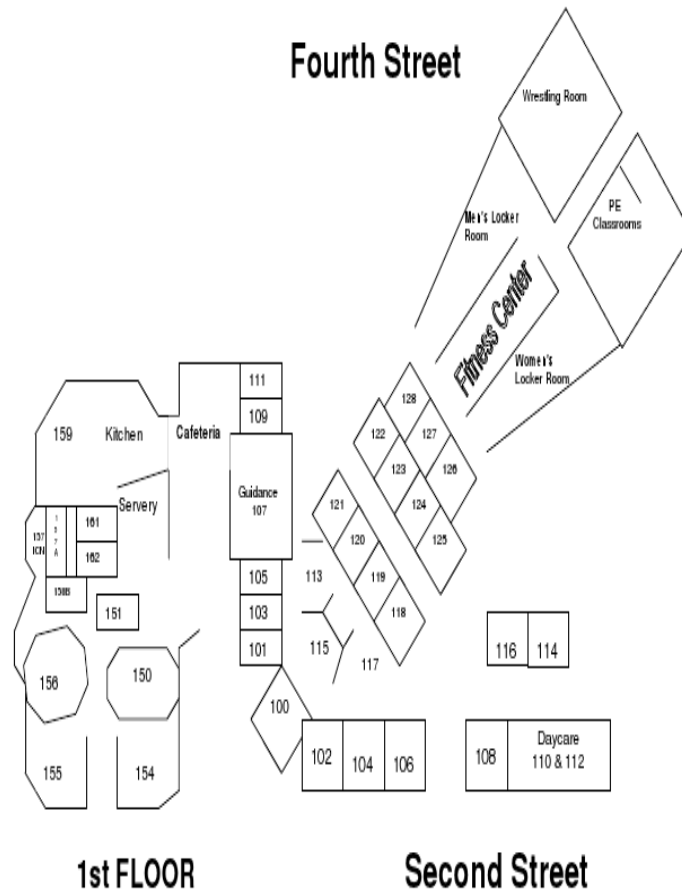
**683-4444 – Main Office**

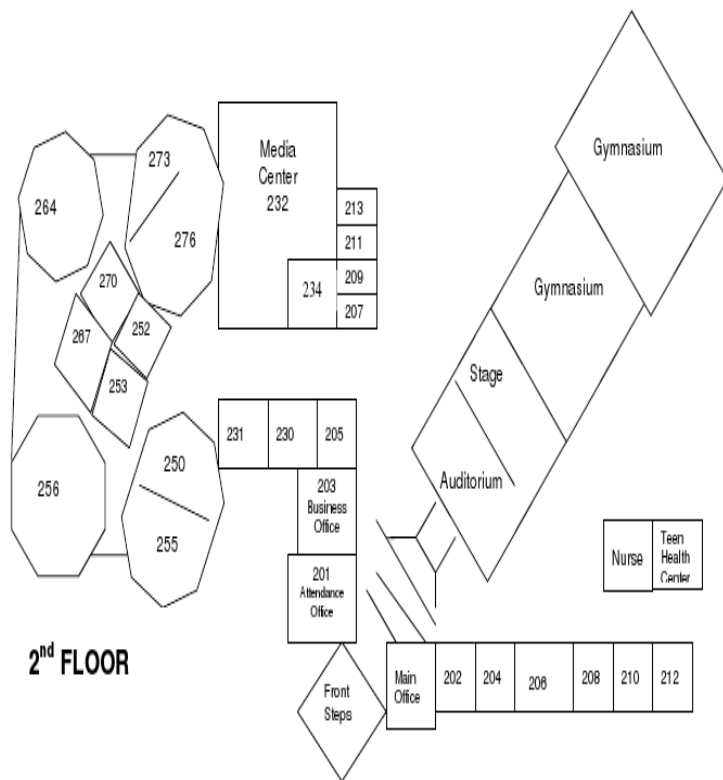
**683-4445 – Attendance Office**

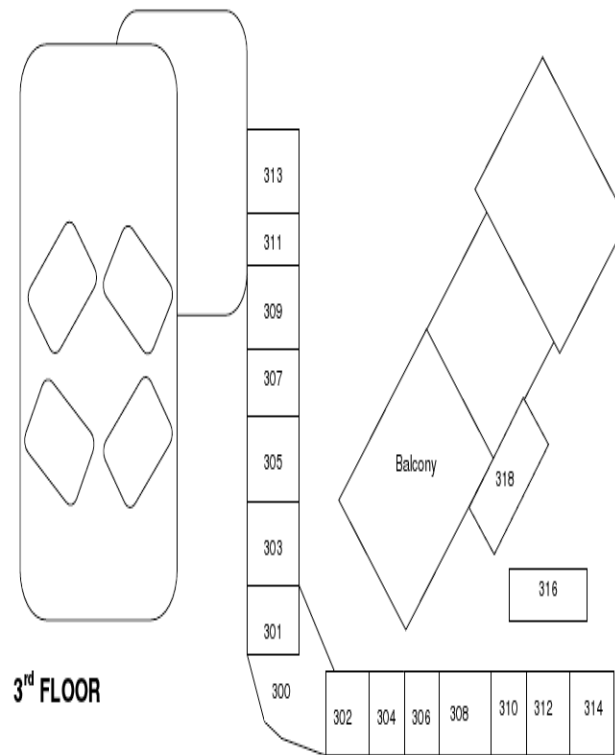
**683-4446 – Activities/Business Office**

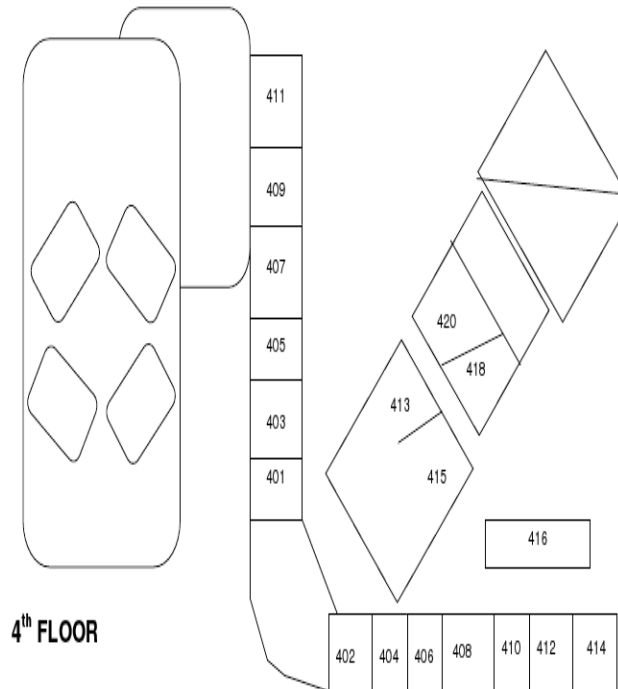
**683-4447 – Counseling Office/Registrar**

**683-4448 – Medical Services**









Locker Color Code map  
8/2008

### Writing Conventions: Ten Rules for Good Writing

Capitals for beginning of sentences and proper nouns	Correct Use	Incorrect Use
	John Hancock February Thanksgiving Ottumwa High School Evans Middle School Ottumwa Bulldogs Kleenex Mt. Rushmore To Kill a Mockingbird My best friend and I ate pizza.	john hancock february thanksgiving ottumwa high school evans middle school ottumwa bulldogs kleenex mt. rushmore to kill a mockingbird my best friend and i ate pizza.
Correct end punctuation	We won the game! When is lunch? I lost my homework.	We won the game When is lunch I lost my homework
Correct possessives	One boy's coat Two boys' coats A child's coat The children's coats The Jones's house	One boys coat Two boys coats/Two boy's coats A childs coat The childrens coats/The childrens' coats The Jone's house
Correct sentence structure  Write sentences that have at least one subject and at least one verb AND express a complete thought.	The dog chased the car.  The students are very polite because they were raised well.  My friends and I cheered for the team.	The dog. Chased the car.  The students are very polite. [complete thought] Because they were raised well. [incomplete thought]  After my friends and I cheered for the team. [incomplete thought]
Correct subject-verb agreement  Use subjects that agree with verbs in number. Indefinite pronouns such as <i>everyone</i> are generally followed by singular verbs.	The team wins every time. The players work very hard. Everyone understands me. Each one of the boys eats pizza.	The team win every time. The players works very hard. Everyone understand me. Each one of the boys eat pizza.
Correct form of plurals  Use plural count nouns ( <i>table, book, pencil</i> ) that end in an <i>-s</i> or <i>-es</i> correctly.	My teacher suggested many good books. How many churches are in town?	My teacher suggested many good book. How many churchs are in town?

### Writing Conventions: Ten Rules for Good Writing

Formal/Informal Audience	<u>Correct Use</u>	<u>Incorrect Use</u>
Use formal words in formal settings. Informal words should be used in informal settings.	Dear Mrs. Smith, According to Stephen King,	Dear Amy, According to Stephen,
<b>Correct verb form</b> Use correct verb forms (especially for irregular verbs)	I have gone I saw I ate	I have went I seen I have ate
<b>Correct spelling of high frequency words</b> Use correct spelling for those high frequency words that may bias readers towards a writer's credibility.	Girls because Which Does Went	Grills Becuz Wich Dose Whent
<b>Correct use of frequently confused words (such as there, their, they're)</b> Use correct spelling for those frequently confused words that may bias readers towards a writer's credibility.	Their, they're, there Lose, loose To, too, two Its, it's Your, you're Through, threw Are, our	The students lost they're books. I don't want to loose my keys. Here are too cars. The team lost it's game. Your a good tennis player. The ball came threw the window. We need are new text books.