

Ogden Bulldogs



OGDEN COMMUNITY SCHOOL DISTRICT
MIDDLE SCHOOL

Student - Parent Handbook 2018 - 2019

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<http://www.ogdenschools.org>

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MISSION STATEMENT

Engage, Educate, and Empower

VISION STATEMENT

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

Ogden Middle School
Mr. Ruble, Principal
School colors: Royal blue and white
School mascot: Bulldog

**WE ARE OGDEN
WHERE STUDENTS LEARN,
BULLDOGS ROCK, AND CHARACTER RULES!**

NOTICE OF NONDISCRIMINATION

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

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

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

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MIDDLE SCHOOL POLICIES

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

PURPOSE

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

ACADEMIC

BUILDING ASSISTANCE TEAM (BAT)

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

CODE OF HONOR

The Ogden Middle School Code of Honor is based on two beliefs:

- Each student is an honest individual who is capable of doing his or her own work.
- Academic honesty is the only way real learning takes place.

Cheating is defined as any time a student depends on the work of another individual or allows another student to use his or her work. Cheating includes, but is not limited to, the following situations:

- Borrowing or lending homework.
- Downloading and copying any printed matter from books, magazines, or the Internet to use in your assignment without giving credit to the source.
- Copying information from another's paper while in class.
- Preparing to cheat in advance, such as having notes written on hands, cheat sheets, open books placed on the floor, etc.

Should a student be found violating academic honesty in any manner, the student will receive a failing grade (0%) on the work in question. If more than one student is involved, the teacher will decide the level of involvement of all parties, which may result in a failing grade (0%) for all involved.

EXTENDED LEARNING PROGRAM (ELP)

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

Additional information and guidance about the ELP program can be found on the schools website at ogdenschools.org

FAMILY NIGHT (Board Policy 508.2)

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

HEALTH EDUCATION (Board Policy 603.5)

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

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

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

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

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

HEARTLAND AREA EDUCATION AGENCY SERVICES

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

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

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

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

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

HONOR ROLL (Board Policy 505.3)

Honor Roll is the recognition of high quality work that a student has achieved at Middle School level. The Honor Roll is announced at the end of each nine weeks. To be placed on the Honor Roll, a student must earn at minimum a 3.00 grade point average with no grade lower than a C- and no incompletes.

Following are the Honor Roll Recognitions:

3.000 – 3.699	Honor Roll
3.700 – 3.999	Academic Achievement
4.00	Academic Excellence

INSTRUCTIONAL SUPPORT

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

MAKE-UP WORK POLICY

Students who have been absent must bring a note or have been called in as absent by a parent. The student must obtain an admit slip from the school office upon returning to school. After an absence from class, it is the student's responsibility to see each teacher of the classes missed and arrange for making up the work. Make-up sessions for pupils who have been absent or need special help will be arranged between the teacher and student. Approximately two days time is given for making up one day's work. Special circumstances, at the discretion of the teacher, may alter the length of time given. Projects, reports, or papers assigned before the absence date will also be due at the discretion of the teacher.

- Students who have been absent for one day or less will be responsible for obtaining an admit slip from the school office and getting homework from the classes missed upon returning to school.
- Parents who have a student who is absent for two or more days are urged to call the middle school office to make arrangements for homework collection.
- Parents and/or students are also encouraged to utilize Infinite Campus, our student management system, to check for assignments and due dates.

PARENT / TEACHER CONFERENCES (Board Policy 505.1)

Parent/Teacher conferences are held at the end of the first and third quarters. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a student's progress.

PROGRESS REPORTS (Board Policy 505.1)

Progress reports will be sent out midway through each quarter for those students receiving a D or F. All students will be sent a report card at the end of each quarter. Parents are encouraged to provide support at home. Parents are encouraged to call the school to set up an appointment with your child's teacher(s) whenever you feel a conference would be beneficial.

REPORT CARDS (Board Policy 505.1)

Students will receive a report card at the completion of each quarter. Each student who receives a D or is failing at midterm will receive a midterm report card. Parents and students are encouraged to monitor student's grades regularly from the Infinite Campus portal. Please discuss these reports with your child.

A+	+100%
A	93% - 100%
A-	90% - 92%
B+	87% - 89%
B	83% - 86%
B-	80% - 82%
C+	77% - 79%
C	73% - 76%
C-	70% - 72%
D+	67% - 69%
D	63% - 66%
D-	60% - 62%
F	Below 60%
P	Student is passing; there is not enough data to establish a letter grade.
Ex	Student has been exempted for a grade from that class

SPECIAL SERVICES (Board Policy 607.1)

The following special services are available to your child as a student at Ogden Middle School: guidance counselor, speech therapist, resource room instructor, remedial instructor, school psychologist, school social worker, tutoring, and hearing screening. At some time during the school year, it may be beneficial for teachers and parents to request the help of these specially trained people. Your written permission is needed for some of these services.

STUDENT GUIDANCE AND COUNSELING PROGRAM (Board Policy 607.1)

The board will provide a student guidance and counseling program. The guidance counselor will be certified with the Iowa Department of Education and hold the qualifications required by the board. The guidance and counseling program will serve grades kindergarten through twelve. The program will assist students with their personal, educational, and career development. The program is coordinated with the education program and will involve licensed employees.

STUDENT PROMOTION-RETENTION-ACCELERATION (Board Policy 505.2)

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

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

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

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

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

STUDYING

One of the most important gifts parents can give to their children is that of helping them learn to study effectively. Academic success is directly related to good study skills. Good study habits can bring success and satisfaction during the school year, and they may bring the same rewards in the working world. Make your home a good place for studying.

ATTENDANCE

Please call when your student is absent.

ABSENCES AND ATTENDANCE (Board Policy 501.9, 501.10)

Regular attendance at school is very important. Please help your child develop a commitment for school attendance and for getting to school on time.

If it is necessary for your child to be absent, please leave a voice message at (515) 329-6623 or call the school office (275-2912) between 7:45-9:00 a.m.

Another option would be to send a note or email the school secretary explaining the reason for missing school prior to the day of absence. If the school is not notified, the school nurse or the secretary will attempt to make telephone contact with parents, either at home or work, as to the whereabouts of their child.

**** (PLEASE NOTE)** Computerized attendance at OMS will be taken each of the nine (9) periods throughout the day. **Students who are absent (in whole or in part) two through five periods will be considered as absent for one-half day; six periods or more a full day.** Therefore, to be counted present for a full day of school, a student must be in class eight (8) of the nine (9) periods.

The building principal will make the final decision if an absence is excused or unexcused. Examples of likely unexcused absences:

- Shopping trips
- Driver's permits
- Hair appointments
- Family Trips
- Sports Tournaments (non-school sponsored)

Attendance at school district functions takes precedence over out of school functions. Non-attendance at OMS music concerts by band & choir members may adversely affect the student's grade.

For absences such as known family trips, participation in tournaments that are not directly district related, etc., the student must obtain a permission slip from the principal's office to get assignments ahead of time. These assignments may be required to be made up and handed in before the absence takes place.

CHANGE OF ADDRESS

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

EARLY DISMISSAL DUE TO APPOINTMENTS

Requests for early dismissal regarding dental or medical appointments are approved with a doctor's note. Please urge your child to remember the time he/she is to report for you to pick them up. The method that is requested at Ogden Middle School is:

- Bring a note from home or call the office to receive permission for the student to be excused for the appointment. The student will be issued an admit slip to collect make-up work at that time.
- The student or parent will sign the student "Sign Out" sheet in the office before the student leaves the building.
- Report to the office upon return (if the same day) to get an admit slip to class.
- If student does not return the same day, it is necessary for them to get an admit slip on the day that they return.
- Admit slips are issued in the office.
- The principal or his designee will approve reasons for absence from school that can be justified from an educational standpoint. Permission for such absences must be obtained in advance of the absence from school or the absence may be considered as unexcused.

EARLY DISMISSAL/PROFESSIONAL DEVELOPMENT

The district will be dismissing students at 12:55 p.m. approximately every other Wednesday for professional development. If school is delayed on Wednesdays for any reason, including inclement weather, students will not be dismissed early that day.

END OF SCHOOL DAY

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

LEAVING SCHOOL GROUNDS (Board Policy 501.10)

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

REQUEST FOR HOMEWORK BECAUSE OF ABSENCE

If you need to request homework for your student due to being absent from school more than one day, please use the following procedure: **Call the school by Noon** to request homework if you wish to pick it up by 4:00 the same day. In the case of a planned absence, students should bring a note from home explaining the absence, and then request the missed work themselves and have it made up before the day they are to be absent. When homework is requested, the parent will be responsible for getting the student's books from his/her locker.

TARDIES

Each teacher will keep track of tardies for each period. Once a student accumulates three tardies to that period, an office referral will be issued. Students will be sent to the office and the principal will determine the consequence.

TRUANCY-UNEXCUSED ABSENCES (Board Policy 501.10)

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

All absences will count towards Days of Truancy unless accompanied by a doctor's note, school nurse, or approved by the principal. Days that count towards truancy include, but not limited to, shopping trips, hunting trips, haircuts, or vacations.

Excused absences, such as with a doctor's note or bereavement days, are excluded from the days that count towards truancy. ***Please bring in notes if your student has an appointment of any kind.*** Final determination of excused days is up to school administration. The school nurse can verify your child's illness if your child reports to school and is unable to visit the doctor to obtain a medical note.

The school attempts to notify parents via letter of the missed days at or around 7 and 10 absences. When Days of Truancy reaches 15 days or more, we may notify the County Attorney's Office. Please note that the day count is for the entire school year, it does not start over at semester. The school reserves the right to suspend the absentee policy on a case-by-case basis.

Our number one concern is to make sure that your child is attending school so that he/she has the opportunity to be successful. If attendance issues persists, the Ogden CSD will seek assistance from the Boone County Attorney's office to help work with you to meet the state law regarding compulsory attendance for all students ages six to sixteen. When Days of Truancy reaches 15 days or more, the County Attorney may be notified and mediation will be set up to try to work out an agreement that can be followed. If you fail to contact the mediator in charge of mediation or an agreement can't be met and followed, the County Attorney may assess fines and other penalties including, but not limited to, time in jail.

CAFETERIA

CAFETERIA PROCEDURES (Board Policy 710.1)

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

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

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

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

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

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

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

Payment Options:

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

FREE AND REDUCED LUNCHES (Board Policy 710.2)

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

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

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

COMMUNICATION

CELL PHONES

Cell phones may be carried to school but must remain in the student's locker during the school day and turned off. If a student must use a cell phone during school hours they will need to get permission from a staff member. Cell phones may be used for teacher directed projects or other teacher directed educational purposes.

COMMUNICATING WITH SCHOOL PERSONNEL

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

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

CONTACTING A STUDENT BY SCHOOL PHONE

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

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

CONTACTING A TEACHER

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

If a parent wishes to call a teacher, please call the school before 8:15 a.m. or after 3:25 p.m. Teachers keep most records and notes at school, not at their homes.

INFINITE CAMPUS

Infinite Campus is our primary reporting system for grading. This is an effective communication tool between parents/students and teachers when used properly. Use of this program is an efficient use of your time. Teachers update Infinite Campus regularly with all grade reporting of student work assigned.

Infinite campus is intended to be a grade reporting system. Some teachers do post upcoming assignments, but these assignments and due dates are subject to change.

STUDENTS CALLING HOME

Students who need to make long distance calls to parents at home or work during the school day will be able to do so for school business or emergency situations if they do not have use of a cell phone.

DISCIPLINE

DISCIPLINE PHILOSOPHY

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation for the rights of others. The teacher is the administrator of the classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When serious or persistent problems arise, discipline will become the joint responsibility of the principal and teacher.

It is the teacher's role to guide and direct the classroom. It is expected that parents will support and cooperate with the classroom teacher. Specific items that parents do not wish to support should be communicated personally to the teacher involved, or with the principal.

Parents are also asked to call the teacher or principal when unusual or temporary home conditions may be particularly upsetting to students. This may help us to understand a child's unusual or changed behavior.

DISCIPLINE PLAN

The staff at Ogden Middle School has a school-wide discipline process with consequences for negative actions. A "one warning before removal" is the recommended school-wide discipline plan. Anytime one of the classroom behavior expectations is not fulfilled, a consequence should follow:

FIRST OFFENSE

VERBAL REMINDER

SECOND OFFENSE

REMOVAL FROM CLASS AND SENT TO THE OFFICE

When in the office, an office referral form must be filled out by the student. A student - principal/counselor conference will take place. The principal will determine a consequence using the following logic:

- **CONFERENCE WITH STUDENT**..... having a student admit their error and be confronted by the person to whom an offense was committed followed by an apology. This helps the child to realize that such actions will not be tolerated.
- **MAKING AMENDS**..... apologizing or restoring objects to their original place or condition that may have been thrown, damaged, or destroyed -- helps the child to realize that such actions, frequently the result of temper tantrums, are unacceptable and will not be tolerated.
- **LOSS OF PRIVILEGE or TIME**.....is effective because it takes from the child "something" or an activity he/she values. It must be something he/she truly misses and enjoys. Sometimes, he/she must earn back the privilege of having it again or whichever is appropriate for the situation.
- **ISOLATION**..... has an immediate calming effect: it may be used to separate two or more antagonists for a "cool down" period. It gives the offender time to consider what he/she has done and that they must be responsible for their actions.

DISCIPLINE PLAN (POSITIVE BEHAVIOR)

We also have the belief that when students do the right thing, they should be recognized. In these cases, students are given a “Caught With Character Slip” to be turned into the office. This reward is to be given to students at the discretion of each individual teacher. In return, the student will get an immediate small reward for their positive actions. These slips will be collected for a drawing near the end of each quarter for a bigger monetary prize.

An incentive day will take place at the end of the each quarter for all students who have remained in good standing in regards to behavior, homework, and grades. Students who have failed to meet the required standards will not be allowed to participate.

Positive Behavior Intervention System (PBIS) Highlights

- Caught with Character
- Character Assemblies
- End of the Quarter Incentives

LIST OF POTENTIAL CONSEQUENCES

A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, and principal or superintendent or other authorized school personnel during any period that the student is properly under the authority of school personnel.

Courses of action the school might invoke in an effort to alter undesirable behavior would include: (Please remember that this list is not an exclusive list)

A. OFFICE REFERRAL SHEETS:

Office referral sheets will be assigned to students sent to the office. If a student is given an official referral, they will need to develop a plan of action to address their behavior. This plan needs to meet the approval of the staff person involved before the student can leave time-out. More consequences may be assigned to the student.

B. CONFERENCE:

A conference with the individual whose conduct is in question and the person who observed the conduct, staff member, parent(s) guardian(s), and/or the principal to determine a plan for change and possible punitive action.

C. DISMISSAL FROM CLASS:

The classroom teacher may remove a student from class. This typically happens after a warning the students and specifying the undesirable behavior. If the problem behavior persists in the same class, the student may be permanently removed. Student/teacher/parent/principal contact will be a part of reaching that critical point.

D. DETENTION:

Students may be assigned detention by the principal's office or any member of the Ogden School Staff. This is for students with undesirable patterns of attendance, tardiness, late work or conduct as well as other disciplinary problems. Detentions can take place before school, during lunch, recess, recreation time, after school or on Saturdays.

E. SPECIFIC SEATING ASSIGNMENT

F. RESTRICTION OF OR LOSS OF PRIVILEGES

G. WORK DETAIL

H. INELIGIBLE FOR ACTIVITIES

I. WRITTEN CONTRACT DELINEATING CHANGE

J. PAYMENT OF DAMAGES

K. REPLACEMENT OF MATERIALS

L. REFERRAL FOR PSYCHOLOGICAL COUNSELING:

Referral will be in the school or to other agencies, juvenile authorities, clinics, or organizations for more extensive counseling and/or medical treatment.

M. SUSPENSION:

Students involved in disciplinary matters or serious offenses, immorality, or when the presence of the student is detrimental to the best interests of the school are subject to immediate suspension for periods of one to five days after conference with the principal, at which time the student will be informed as to the reasons for considering suspension.

N. PROBATION FOR A PERIOD NOT TO EXCEED ONE SCHOOL YEAR

O. EXPULSION BY THE BOARD OF EDUCATION

STUDENT CONDUCT (Board Policy 503.1)

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

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

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

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

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

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

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

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

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

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

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

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

EXPECTATIONS

CANDY AND GUM

It is the policy of Ogden Middle School to not allow students to consume candy or gum during the school day. At various times, a student may bring treats/candy if the items are to be consumed in conjunction with a special event or celebration as recognized by the teacher. Teachers may occasionally use candy/treats as incentives as part of their classroom procedures.

CARE OF SCHOOL PROPERTY/VANDALISM (Board Policy 502.2)

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. The school cannot assume responsibility for the loss or breakage of things brought from home.

CELL PHONE USAGE BY STUDENTS

Middle School students have access to a school phone and, with permission, can call home at any time. In addition, parents may call the school and we can reach your child immediately. However, we do realize that for some families communication via a cell phone is desired. With this in mind, a policy has been established.

Cell phones may be brought to school, but should be turned off by 8:15 and stored in the student's locker. Cell phones must remain in the locker and not turned on until after the 3:25 dismissal. Cell phones will be confiscated if they are on or should they interfere with the efficient running of the school day.

Violations will result in the following consequences:

- 1st offense – Student may pick up item in the office after school is dismissed.
- 2nd offense – A parent or guardian must pick up the item in the office.
- 3rd offense – A parent or guardian must pick up the item in the office and a one-hour detention will be issued.
- 4th offense and subsequent offenses – Item will be taken and arrangements will be made with the parent that the cell phone will not be permitted on school grounds for one week. Also, a two-hour detention will be issued.

Any student texting and/or calling while school is in session will be subject to the above consequences as well as additional consequences as deemed by the principal.

ELECTRONIC DEVICE USAGE POLICY

Ogden Middle School shall permit students to possess an electronic device while in a classroom setting and in study halls upon permission by each individual staff member. The electronic device can only be used for teacher-directed educational purposes.

All technology needs to be off and placed in the student's locker when not being used in a classroom. This includes passing time, rec. time, lunch and recess, field trips, and any other non-classroom times.

****** When in locker rooms for co-curricular activities, all technology will remain off until the student leaves the locker room area.

Students are not required to bring an electronic device to school. When students do bring an electronic device to school, the student must assume the risks involved. OMS is not responsible for any lost, stolen, or damaged electronic device.

If the student uses the electronic device in any capacity other than as directed by the teacher, the device will be confiscated and given to the office. Consequences will then be given as deemed by the electronic device usage policy. Violations will result in the following consequences:

1st offense – Student may pick up item in the office after school is dismissed.

2nd offense – A parent or guardian must make arrangements to pick up the item in the office.

3rd offense and subsequent offenses – A parent or guardian must make arrangements to pick up the item in the office and a contract will be signed stating the electronic device will remain out of the student's possession during the school day.

Any student using his/her device inappropriately while classes are in session may be subject to moving up a level in consequences as well as additional consequences.

HALL PASSES

The student's planner should be their hall pass. Signing the planner by a teacher keeps a record of how many times a student is leaving a classroom throughout the day. All students should have them when not in the classroom. Additional hall passes may be customized and provided by the teacher. Faculty will monitor the use of passes from their classes and students in the hall.

PERSONAL PROPERTY AT SCHOOL

Lost and found articles are placed in a container in the main hallway. It is stressed that you encourage your student to be responsible for his/her own property; all articles are labeled, and respect the property of others. Students are discouraged from bringing extra money, cell phones, toys or other objects from home unless they have been requested to do so for a class project. It is recommended that valuable items that **MUST** be brought to school be left in the office for safekeeping. Except for health or other unusual reasons approved by the principal, students may not carry/use a cell phone or other electronic device in school: Laser beam lights are prohibited at school and all school activities.

STUDENT APPEARANCE (Board Policy 502.1)

In order to maintain an environment of learning, school attire should be neat, clean, and appropriate. Temperatures in the buildings will vary from 68-72 degrees year round.

The District prohibits students from wearing any article of clothing or jewelry or carrying any personal belonging which contains words, insignia, logos, caricatures, or other symbols which advertise any product or service not permitted to minors by law. Clothing with tobacco or alcohol or other inappropriate advertising/messages will **NOT** be acceptable.

It is the policy of the Ogden Middle School principal that **NO** hats will be worn in any building.

Mid-thigh shorts are appropriate in warm weather; short shorts are not appropriate at any time. When arms are down at a student's side, the shorts should hang below his/her fist knuckles. Skorts and skirts should hang below student's fingertips. If skirts are above the knee, please wear shorts underneath. Tops that are worn are not to show the midriff. There should be no skin showing from the waistline to the bottom of the shirt, standing up, or sitting down. Shoulders are to be covered. Underwear should be covered at all times.

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

Please be sure that students dress appropriately for the weather. Even at the middle school age, our children need a little prodding to be prepared for the ever-changing Iowa weather.

STUDENT CONDUCT EXPECTATIONS

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

1. Students demonstrate respect by interacting positively and appropriately with peers, school personnel, volunteers, and others with whom they come in contact with on the school campus and during school related functions away from school. Students will disagree in a respectful, non-threatening manner.
2. Students contribute to an environment conducive to teaching and learning by complying with the directives of school personnel, helping to maintain an orderly atmosphere and environment and respecting school property. Students take responsibility for their own conduct by displaying self-discipline and by being fair, honest, trustworthy, caring, respectful, responsible, and good citizens.
3. Students who exhibit inappropriate behavior in the opinion of the staff and/or the administration shall be subject to discipline. Inappropriate behavior includes behavior that disrupts or interferes with the educational program, the operation of a school activity or the rights of others.

STUDENT LOCKERS (Board Policy 502.5)

A locker number and combination is assigned when the students register. Book/personal lockers have built-in locks, so no lock is issued. Students are expected to use the locker assigned unless permission is granted by the principal's office. It is necessary that the office know the number of each student's locker when parents request homework and books for an absentee.

The physical education teacher assigns PE lockers and locks. Students are directed to the PE teacher with any questions and concerns. Any locks that are missing at the end of the year will have to be replaced; therefore a fine is levied for lost locks. Students are expected to keep their lockers locked, to keep their combinations known only to themselves, and to use care and consideration of school property assigned to them.

STUDENT USE OF SCHOOL BUILDINGS AND EQUIPMENT

Students must receive permission from the principal for use of all school equipment and/or buildings outside the school day.

Students shall not be in any school building unless they are under the direct supervision of the approved supervisor of the activity. The supervisor shall be the first person in the building and the last to leave the building and shall be responsible to see that all doors and windows are locked, all lights are turned off, and all equipment and materials are properly stored.

No student shall be given or loaned a key to school buildings or equipment.

SCHEDULES

We ask that students not be on the school grounds before 8:00 in the morning unless they are working with a teacher/coach, or are reporting to the library for study hall. Breakfast is served at 7:50-8:15. At the 8:00 bell, students are to report to the designated area to wait for the 8:15 entry bell. The office is open at this time if students have office business. Students will remain in the designated area until 8:15. From 8:15-8:20, students prepare for the day by visiting their lockers and taking care of responsibilities. First hour begins at 8:20

Regular Dismissal Schedule

<u>7/8 Grade</u>				<u>6 Grade</u>		
8:15	-	8:55	1st Period	8:20	-	9:01
9:04	-	9:44	2nd Period	9:04	-	9:44
9:47	-	10:29	3rd Period	9:47	-	10:29
10:32	-	11:12	4th Period	10:32	-	11:12
11:13	-	11:49	Lunch	11:13	-	11:49
11:52	-	12:32	5th Period	11:52	-	12:32
12:35	-	1:15	6th Period	12:35	-	1:15
1:18	-	1:58	7th Period	1:18	-	1:58
2:01	-	2:41	8th Period	2:01	-	2:41
2:44		3:25	9th Period	2:44		3:25

12:55 Early Dismissal Schedule

<u>7/8 Grade</u>				<u>6 Grade</u>		
8:15	-	8:45	1st Period	8:20	-	8:53
8:55	-	9:18	2nd Period	8:55	-	9:18
9:20	-	9:43	3rd Period	9:20	-	9:43
9:45	-	10:08	4th Period	9:45	-	10:08
10:10	-	10:33	5th Period	10:10	-	10:33
10:35	-	10:58	6th Period	10:35	-	10:58
11:00	-	11:23	Lunch	11:00	-	11:23
11:24	-	12:00	7th Period	11:24	-	12:00
12:02	-	12:25	8th Period	12:02	-	12:25
12:27		12:55	9th Period	12:27		12:55

2-Hr. Late Start Schedule

<u>7/8 Grade</u>			<u>6 Grade</u>		
10:25	-	10:55	1st Period	10:30	- 11:05
11:07	-	11:31	2nd Period	11:07	- 11:31
11:33	-	11:57	3th Period	11:33	- 11:57
11:58	-	12:34	Lunch	11:58	- 12:34
12:36	-	1:00	4th Period	12:36	- 1:00
1:02	-	1:26	5th Period	1:02	- 1:26
1:28	-	1:52	6th Period	1:28	- 1:52
1:54	-	2:18	7th Period	1:54	- 2:18
2:20	-	2:44	8th Period	2:20	- 2:44
2:46	-	3:25	9th Period	2:46	- 3:25

2:25 Early Dismissal Schedule

<u>7/8 Grade</u>			<u>6 Grade</u>		
8:15	-	8:45	1st Period	8:20	- 8:54
8:57	-	9:30	2nd Period	8:57	- 9:30
9:33	-	10:06	3rd Period	9:33	- 10:06
10:09	-	10:42	4th Period	10:09	- 10:42
10:45	-	11:18	5th Period	10:45	- 11:18
11:19	-	11:55	Lunch	11:19	- 11:55
11:58	-	12:31	6th Period	11:58	- 12:31
12:34	-	1:07	7th Period	12:34	- 1:07
1:10	-	1:43	8th Period	1:10	- 1:43
1:46	-	2:25	9th Period	1:46	- 2:25

BEFORE AND AFTER SCHOOL STUDY HALLS

We provide a supervised A.M. study hall from 7:40-8:15 Monday through Friday and a supervised P.M. study hall from 3:30-4:00 Monday through Thursday. The study halls are supervised by OMS staff members and designed to help student complete schoolwork and get assistance if needed. Students attending those study halls need to report to the library and follow the instruction of the adult supervisors. Students who are not utilizing their time to study will be told to leave.

SCHOOL BOARD POLICIES

For a complete list of Ogden School Board Policies, please refer to the Ogden website at ogdenschools.org. Board Policies are subject to change.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES (Board Policy 402.3)

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

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

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

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

ANNUAL NOTICE (Board Policy 506.1.e.9)

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

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by the student's first day of school to the principal. The objection needs to be renewed annually.

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

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

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

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

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

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

ANTI-BULLYING/HARASSMENT POLICY (Board Policy 104)

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

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

Definitions

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

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

Filing a Complaint

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

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

Investigation

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

Decision

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

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

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

Additional information can be found in the following Board Policies:

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

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

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

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

CORPORAL PUNISHMENT (Board Policy 503.5)

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

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

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

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

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

CUSTODY AND PARENTAL RIGHTS (Board Policy 507.7)

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

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

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

DISTRIBUTION OF MATERIALS (Board Policy 903.5)

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

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

DUAL ENROLLMENT (Board Policy 604.7)

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

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

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

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

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

EQUAL EDUCATIONAL OPPORTUNITY (Board Policy 102)

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

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

NOTICE OF NONDISCRIMINATION (Board Policy 102.E.1)

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

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

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

GRIEVANCE PROCEDURE (Board Policy 102.R.1)

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

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

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

Filing a Complaint

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

Investigation

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

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

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

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

Decision and Appeal

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

The decision of the superintendent shall be final.

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

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

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

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited.

FINES-FEES-CHARGES (Board Policy 503.3)

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

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

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

HOMELESS CHILDREN AND YOUTH (Board Policy 501.16)

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

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

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

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES (Board Policy 502.9)

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

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

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

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

MULTI-CULTURAL/GENDER EQUITABLE EDUCATION (Board Policy 603.4)

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

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

OPEN ENROLLMENT (Board Policies 501.14, 501.15)

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

Additional information can be found in Board Policies:

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

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

SEARCH AND SEIZURE (Board Policy 502.8)

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

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

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

SECTION 504 AND PARENTAL RIGHTS (Board Policy 102.e3)

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

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

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

SMOKING-DRINKING-DRUGS (Board Policy 502.7)

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;

- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and,
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

STUDENT COMPLAINTS AND GRIEVANCES (Board Policy 502.4)

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

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

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

STUDENT DIRECTORY INFORMATION (Board Policy 506.2)

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

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

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

STUDENT RECORDS ACCESS (Board Policy 506.1)

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

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

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

STUDENT TRANSFERS OUT OR WITHDRAWALS (Board Policy 501.7)

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

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

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

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

STUDENT HEALTH

ADMINISTERING MEDICATION FORMS

All medication administration forms can be downloaded from the Ogden School website at www.ogdenschools.org.

ADMINISTRATION OF MEDICATION TO STUDENTS (Board Policy 507.2)

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

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

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

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

A written medication administration record shall be on file including:

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

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

Medications at School Guidelines:

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

MEDICAL EXCUSES FROM ACTIVITIES

All students will be expected to participate in outdoor recess unless they bring a written excuse from parents that requests that they stay indoors. Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school. If an excessive amount of requests are received, the principal may request a note from your family physician.

Since physical education classes are regularly scheduled, all students will be required to participate in these classes unless they have a written excuse.

SELF ADMINISTRATION OF MEDICATION

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

STUDENT HEALTH AND WELL-BEING

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

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

STUDENT HEALTH SERVICES

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

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

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

STUDENT SAFETY

EMERGENCY PLANS AND DRILLS (Board Policy 507.5)

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

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

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

SECURITY MEASURES

In order to ensure the safety of students while at school, Ogden Middle School has adopted some additional safety measures:

- All doors are locked during the day except the main entry.
- There are signs posted for visitors to check into the office upon arrival.
- All visitors, which include parents, grandparents, or anyone else entering the building, are to sign in at the office.
- Students must sign into the office if they arrive after school begins or sign out if they leave early.
- If a parent is in school to pick up a child for an appointment or to give them something, the parent is to wait in the office and the child will be paged to come to the office.

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES (Board Policy 903.3)

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

We encourage classroom visitation except for the beginning and closing two weeks of school, Iowa Assessment testing week or any day proceeding a vacation period. Out-of-town school-age children are not allowed to visit Ogden schools unless arrangements are made in advance with the principal.

WEAPONS (Board Policy 502.6)

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

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

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

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

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

TECHNOLOGY

INTERNET - ACCESS

All middle school students are required to have their planners signed by parents/guardians each semester in order to obtain Internet access. The form is found on the back page of the student planner. Students in 5th Grade will be required to complete a Digital Citizenship unit before they are allowed to gain Internet access.

INTERNET - APPROPRIATE USE (Board Policy 605.6)

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

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

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

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

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

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

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

INTERNET ACCESS PERMISSION LETTER TO PARENTS (Board Policy 605.6.e.1)

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

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

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

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

1. Students will use the technology equipment and resources under the supervision of District staff during school hours.
2. The use of these resources will be consistent with the District educational mission, policies, and building handbooks, as well as state and federal laws and regulations.
3. Use of these resources is a privilege that requires a high level of personal responsibility to act in a considerate and responsible manner.
4. Students will not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.

5. Students will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, national origin, religion or disability.
6. Students will not use District technology resources to harass, insult, attack or threaten harm or embarrassment to others.
7. Students will respect the property and privacy of others, including their electronic storage areas.
8. Students will not access or attempt to access another individual's materials, information or files without permission.
9. Students will keep their network account access privileges private and secured with appropriate passwords as appropriate for the student's age and school guidelines. Students will not engage in the unauthorized use of another's individual password. Any violation or attempted violation of security systems will be treated as a serious disciplinary offense.
10. Students will make every effort to protect District equipment from physical and electronic damage. Users will not vandalize technology equipment. Vandalizing, in this context, is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing or transmitting viruses and other destructive programs.
11. Students will not intentionally waste limited resources, including unauthorized uploading or downloading of material from the internet, and to print only when given permission by staff.
12. Student users may be given access to a District-provided e-mail account. Appropriate and respectful language will be used in electronic mail and other electronic communications.
13. Student users should protect themselves by not revealing personal information such as full name, phone numbers, and home addresses to Internet sites.
14. District resources will not be used for personal or commercial purposes without prior approval of the building administrator.
15. Personal network devices may, in some situations, be allowed to connect to the District network and devices. All requests for connecting personally owned devices of any nature to District equipment and networks need the prior approval of the building administrator or the Technology Coordinator. The contents of personal devices may be inspected by District personnel on request and in accordance with this policy.

16. Users will not seek to gain unauthorized access to information resources or other computing devices or entities.
17. Users will not use the system to communicate, submit, publish or display inaccurate information, rumors, disparaging portrayals or any other information that is known to be false or misleading.
18. Permission to Use Internet – Annually, parents will grant permission for their student to use the Internet using the prescribed form.

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

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

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

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

System Monitoring

The District unconditionally reserves the right to monitor and examine all files and activity on District computer and network systems. The District technology directors or their designee may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. In addition, the directors/designee may inspect the contents of electronic mail sent by a student to an identified address and may disclose the contents to others when required to do so by law or policies of the District, or to investigate complaints regarding electronic mail that is

alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The building administrator will determine what is inappropriate use according to the guidelines listed and age and grade of the student. The determination may be appealed to the Superintendent/designee. The directors/designee may close an account at any time as required to protect District systems or as a proportional consequence of inappropriate activity. The administration, faculty and staff of the Ogden Community School District may ask the Board of Education to deny, revoke or suspend specific user accounts.

Sanctions

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

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

Prior to disciplinary action or as soon as practical, the building administrator/designee will inform the student of the suspected violation and give the student an opportunity to present an explanation. The District may take disciplinary action up to and including expulsion and/or appropriate legal action upon any violation of District policy, administrative regulation and/or state or federal law. When applicable, law enforcement or other agencies may be involved. The District will cooperate with any investigation conducted by any official or agency concerning or related to misuse of the District's technology resources.

The District Director of Technology, with the assistance of District administrators, is responsible for disseminating and interpreting District policy and administrative regulations governing the use of the District's systems, establishing storage allocations and restrictions and file retention policies.

INTERNET ACCESS PERMISSION FORM

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

Student Name_____ Date_____

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

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

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

(Student signature)

(Parent or guardian's signature)

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

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

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

INTERNET – APPROPRIATE USE VIOLATION NOTICE
(Board Policy 605.6.e.2)

Student: _____

Teacher: _____

Date: _____

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

_____ First Offense:

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

_____ Second Offense:

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

_____ Third Offense:

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

OGDEN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

TRANSPORTATION

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

BICYCLES AND MOPEDS

Students in grades 5-8 are permitted to ride bicycles with parental knowledge and permission. We respect the decision of parents in this matter. Bicycles should be parked in the bike rack on the north side of the building. Only students with valid licenses are to ride mopeds to school. We do not encourage mopeds at school and take no responsibility for vandalism or safety to and from school.

STUDENT SCHOOL TRANSPORTATION ELIGIBILITY (Board Policy 711.1)

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

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

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

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

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

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

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

STUDENT CONDUCT ON SCHOOL TRANSPORTATION (Board Policy 711.2)

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

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

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

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

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

WEATHER

EMERGENCY SCHOOL CANCELLATION OR DELAY

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

RECESS

Recess will be held outside in the park whenever possible. The teacher “on duty” will make the decision of indoor or outdoor recess. Recess will be indoors when the “feels like” temperature is 15° or below. When muddy/rainy/windy conditions persist, students will have recess in the gym or on the blacktop on the east side of the building. Appropriate attire is recommended.

Students will go to recess unless the school receives parental notification that your child needs to remain inside due to illness. If a child is to remain inside for recess for more than three consecutive days due to illness, please send the teacher or office a doctor’s written statement.

SCHOOL CLOSING PROCEDURES FOR INCLEMENT WEATHER:

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

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

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

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

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

School Responsibilities

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

Parent Responsibilities

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

Student Responsibilities

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

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

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

As the winter months approach, make sure your children dress warmly. Temperatures in the building will vary from 68-72 degrees in an effort to hold the cost of energy.

It is important that you have a family emergency plan for immediate dismissals.