

Oskaloosa Senior High School

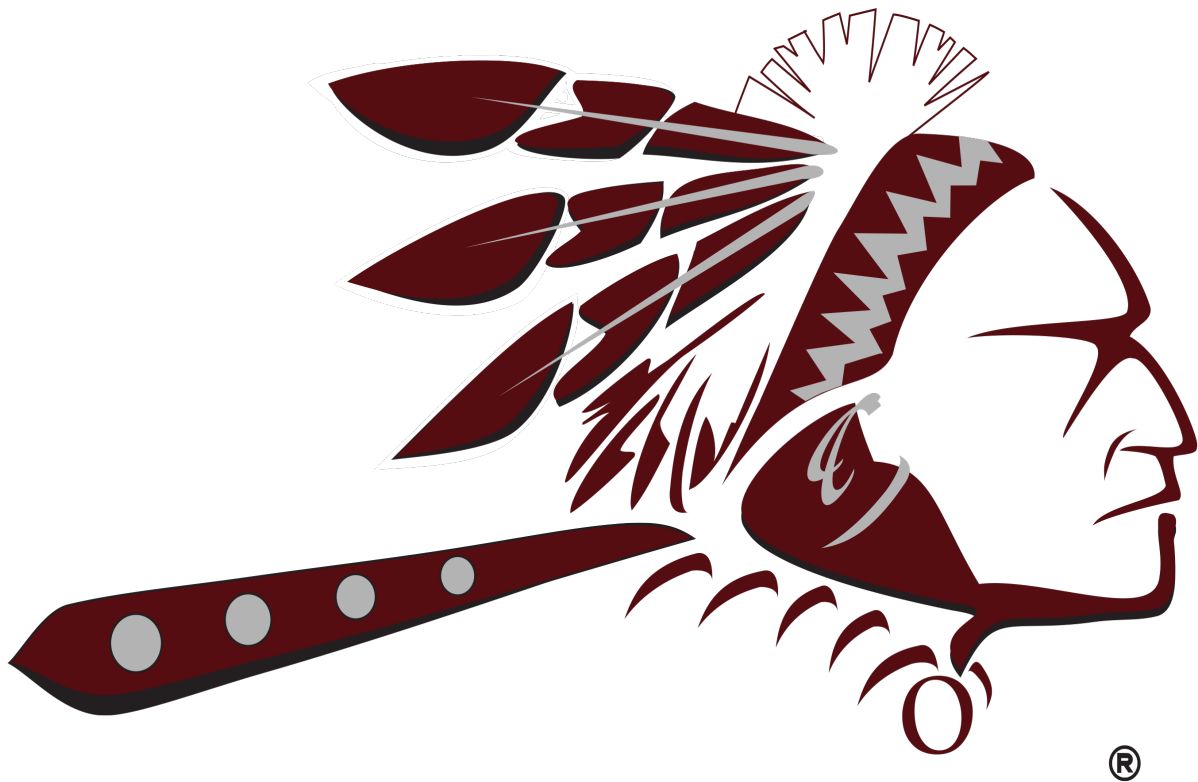
Oskaloosa, Iowa

2018 - 2019

Student/Parent

Policy and Regulation Handbook

Whatever It Takes...



All Means All!

Introduction

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

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

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

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

Oskaloosa Senior High Vision, Mission and Student Learning Goals Statements

VISION STATEMENT

Believe, Achieve and Create with Pride

MISSION STATEMENT

Engaging ALL Students to Embrace the Power of Learning

STUDENT LEARNING GOALS

Students will demonstrate mastery of Iowa Core Curriculum including 21st Century Skills.

Students will demonstrate the ability to communicate effectively.

Students will demonstrate the ability to apply critical and higher order thinking skills to make decisions and solve problems.

Students will utilize technology to access, organize, create, evaluate and communicate innovate ideas and information.

Students will demonstrate the ability to work collaboratively with others.

Students will demonstrate citizenship, caring, responsibility, trustworthiness, fairness, and respect.

Students will recognize and demonstrate healthy lifestyle choices.

Students will recognize and appreciate diversity and cultural differences

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Oskaloosa CSD 2018 - 2019 Calendar

Summary

Hours in classroom:	
First Trimester	373
Second Trimester	385
Third Trimester	359
Total Hours:	1117

August				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
September				
(3)	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
October				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
November				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
December				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	(25)	26	27	28
31				
January				
	(1)	2	3	4
7	8	9	10	11
14	15	16	17	18
(21)	22	23	24	25
28	29	30	31	
February				
			1	
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	
March				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
April				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
May				
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
(27)	28	29	30	31

Date

Aug.	6	Student registration
Aug.	17	New Teachers Orientation
Aug.	20, 21, 22	Teacher fall workshop
Aug.	23	Classes begin (60 min. early dismissal) PD
Aug.	23, 24	Early Dismissal (60 min. early dismissal) PD
Aug.	29	Early Dismissal (60 min. early dismissal) PD
Sept.	3	No school - Labor Day
Sept.	12, 19	Early Dismissal (60 min. early) PD
Sept.	21	Data Day, No School
Sept.	26	Early Dismissal (60 min. early) PD
Oct.	3	Early Dismissal (60 min. early) PD
Oct.	11	Early Dismissal (3 Hrs) PT Conf. 1 - 8 PM
Oct.	12	No School / PT Conf. 8:30 - 11:30 AM
Oct.	17	Early Dismissal (60 min. early) PD
Oct.	23	No School - Full Day PD (@GPAEA)
Oct.	24, 31	Early Dismissal (60 min. early) PD
Nov.	7	Early Dismissal (60 min. early) PD
Nov.	16	End 1st Trimester
Nov.	21	No School / Workday
Nov.	22	Thanksgiving/Fall break
Nov.	28	Early Dismissal (60 min. early) PD
Dec.	5, 12	Early Dismissal (60 min. early) PD
Dec.	21	90 minute Early Out
Dec.	22-31	Holiday break
Jan.	1, 2	Holiday break
Jan.	3	School Begins - Full Day
Jan.	11	Mid-term
Jan.	9, 16	Early Dismissal (60 min. early) PD
Jan.	21	No School / PD day / MLK Day
Jan.	23, 30	Early Dismissal (60 min. early) PD
Feb.	6, 13	Early Dismissal (60 min. early) PD
Feb.	15	Data Day / No School
Feb.	20	Early Dismissal (60 min. early) PD
Feb.	28	End 2nd Trimester
March	1	No School / Work / PD Day
March	7	Early Dismissal (3 Hrs) PT Conf. 1-8pm
March	8	No School / PT Conf. 8:30 - 11:30 AM
March	11-15	Spring Break
March	20, 27	Early Dismissal (60 min. early) PD
April	3, 10	Early Dismissal (60 min. early) PD
April	17, 24	Early Dismissal (60 min. early) PD
May	1, 8, 15, 22	Early Dismissal (60 min. early) PD
May	17	Last day for Seniors
May	19	Graduation
May	29	Last day for students (90 min. early dis)
May	30	Teacher workday

	P-T Conferences
	60 min Early Out / (Prof. Development)
	No School - Vacation
	No School - Holiday
	No School - Full Day PD
	90 Minute Early Out

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Daily Class Schedule

Period 1	8:20	9:07
Period 2	9:11	9:58
Period 3	10:02	10:49
Period 4	10:49	12:06
Lunch	10:49	11:15
Class	11:19	12:06
Class	10:53	11:40
Lunch	11:40	12:06
Period 5	12:10	12:57
Period 6	1:01	1:48
Period 7	1:52	2:39
Period 8	2:43	3:30

Wednesday/Homeroom Schedule

Period 1	8:20	8:56
Period 2	9:00	9:36
Period 3	9:40	10:16
Period 4	10:20	10:56
Lunch	10:56	11:22
HR	11:22	11:51
HR	10:56	11:25
Lunch	11:25	11:51
Period 5	11:55	12:31
Period 6	12:35	1:11
Period 7	1:15	1:51
Period 8	1:55	2:30

1st Day of School Schedule

Homeroom	8:20	9:15
Period 1	9:19	9:51
Period 2	9:55	10:27
Period 3	10:31	11:05
Period 4	11:09	12:06
Lunch	11:09	11:35
Class	11:35	12:06
Class	11:09	11:40
Lunch	11:40	12:06
Period 5	12:10	12:42
Period 6	12:46	1:18
Period 7	1:22	1:54
Period 8	1:58	2:30

Pep Assembly Schedule

Period 1	8:20	9:04
Period 2	9:08	9:52
Period 3	9:56	10:40
Period 4	10:44	11:28
Period 5	11:32	12:42
Lunch	11:32	11:58
Class	11:58	12:42
Class	11:32	12:16
Lunch	12:16	12:42
Period 6	12:46	1:29
Period 7	1:33	2:16
Period 8	2:20	3:02
Pep Rally	3:02	3:30

One-Hour Early Release

Period 1	8:20	9:00
Period 2	9:04	9:44
Period 3	9:48	10:28
Period 4	10:28	11:42
Lunch	10:28	10:54
Class	10:58	11:38
Class	10:28	11:08
Lunch	11:12	11:38
Period 5	11:42	12:21
Period 6	12:25	1:04
Period 7	1:08	1:47
Period 8	1:51	2:30

90 Minute Early Release

Period 1	8:20	8:56
Period 2	9:00	9:36
Period 3	9:40	10:16
Period 4	10:20	11:22
Lunch	10:20	10:46
Class	10:46	11:22
Class	10:20	10:56
Lunch	10:56	11:22
Period 5	11:26	12:01
Period 6	12:05	12:40
Period 7	12:44	1:19
Period 8	1:23	2:00

3 Hour Early Release

Period 1	8:20	8:44
Period 2	8:48	9:12
Period 3	9:16	9:40
Period 4	9:44	10:08
Period 5	10:12	10:36
Period 6	10:40	11:04
Period 7	11:08	11:32
Period 8	11:36	12:00
Lunch	12:00	12:30

1 Hour Late Start

Period 1	9:20	10:00
Period 2	10:04	10:44
Period 3	10:48	11:28
Period 4	11:32	12:38
Lunch	11:32	11:58
Class	11:58	12:38
Class	11:32	12:12
Lunch	12:12	12:38
Period 5	12:42	1:20
Period 6	1:24	2:03
Period 7	2:07	2:46
Period 8	2:50	3:30

2 Hour Late Start

Period 1	10:20	10:52
Period 4	10:56	11:52
Lunch	10:56	11:22
Class	11:22	11:54
Class	10:56	11:28
Lunch	11:28	11:52
Period 2	11:56	12:28
Period 3	12:32	1:04
Period 5	1:08	1:42
Period 6	1:46	2:18
Period 7	2:22	2:54
Period 8	2:58	3:30

2 Hour Early Release

Period 1	8:20	8:52
Period 2	8:56	9:28
Period 3	9:32	10:04
Period 4	10:08	10:40
Period 5	10:44	11:16
Period 6	11:20	11:52
Period 7	11:56	12:28
Period 8	12:32	1:05
Lunch	1:05	1:30

2018 - 2019 OSKALOOSA SENIOR HIGH SCHOOL CERTIFIED STAFF

Akers, Kathy	Special Education
Ayala, Laura	Science
Bandy, Kristen	FACS & Work Experience Coordinator
Bandy, Stacy	Principal
Banks, Chuck	Associate Principal
Bower, Dave	Industrial Technology
Bowling, Alice	Agriculture
Braden, Ramona	Nurse
Brehm, Laura	French
Burton, Kelsie	Math
Campbell, Stephanie	Science
Castillo, Karen	Spanish
Clark, Jeanne	Instructional Coach
Cochran, Taeko	English Language
Comfort, Michael	Instructional Coach
Coop, Eric	English
DeRonde, Sarah	Special Education
DeWitt, Tracy	English
Dolash, Karry	Health
Erkenbrack, Patricia	Library
Ernst, Lauren	English
Foster, Bret	Math
Frederick, Connor	Social Studies
Frost, Linda	District Nurse
Gile, Kim	Business
Gormally, William	Social Studies
Goudy, Mike	Science
Gritters, Anna	English
Grosshans, Kista	Physical Education

2018 – 2019 OSKALOOSA SENIOR HIGH SCHOOL CERTIFIED STAFF

Haut, Elizabeth.....	Math
Hoven, Heather	Spanish
Jenkinson, Beverly	Math
Johnson, Matt.....	Special Education
Kargol, Matt.....	Art
Knudtson, Tamara.....	Science
Latchaw, BettyAnn	Special Education
Lorentzen, Jeff	Social Studies
McLellan, Bruce	Orchestra
Miller, Travis	Special Education
Parker, Ryan	Activities Director
Parks, Dennis	Industrial Tech/PLTW
Reisetter, Autumn	Special Education
Reynolds, Amanda.....	Social Studies
Ross, Laura	English
Sheeley, Cory	Math/PLTW
Sheets, Jennifer	Special Education
Simmons, Amy	Guidance
Sterner, Molly	English
VanderBeek, Paula	At-Risk
VanMersbergen, Carrie.....	Family Consumer Science/Peer Helpers
Vermeer, Timothy.....	Science
Waddington, Rich	Band
Warnecke, Todd.....	Guidance
Weber, Chase	Physical Education
Weinreich, Chris	Vocal
Weinreich, Jessica.....	English
White, Jacie.....	Business
Zimmerman, Taylor	Special Education

Attendance Policy (Administrative Regulation 501.1A)

Attendance Philosophy

Daily, punctual attendance is an important part of the learning experience and is essential if students are to receive the maximum benefit of the educational program. Classroom activities, interaction with teachers and with other students, are an integral part of the learning process and cannot be duplicated when students are absent. With each absence, students sacrifice a portion of their learning experience.

In addition, the practice of good attendance habits is an important part of developing a work ethic, which will enhance a student's opportunity to experience success in school and success after the school experience, is completed. **Students with excessive absences may be referred to the county attorney for attendance mediation.**

Benefits of Good Attendance

- Opportunity for maximum school benefit
- Better grades
- Better relationships with teachers and other students
- Open campus (available to qualified high school juniors and seniors)

School Day

Students may be present on school grounds before 7:30 a.m. and/or after 3:30 p.m. only when they are under the supervision of an employee of Oskaloosa Community Schools. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal. If parents are unable to pick up students at the appropriate time, a school staff person must supervise students.

Compulsory Age Attendance Policy: No. 501.3

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

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

Truancy

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

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

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

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

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

CROSS REF.:

501 Student Attendances

503 Student Discipline

504 Student Activities

506 Student Records

LEGAL REF.:

Iowa Code ##294.4; 299 (2001)

281 I.A.C. 12.2 (4)

Compulsory Age Attendance Policy Concerning Absence - Truancy - Tardiness

WHEN A STUDENT IS ABSENT EXCESSIVELY

(U.S. Department of Education defines chronic absenteeism as 20% absence, or 1 day in 5 absent from school).

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

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

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

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

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

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

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

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

Step 4: Mediation hearing held with the Mahaska County Attorney's office.

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

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

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

Oskaloosa Community Schools District Wide Attendance Codes

E: Excused Absence – “official slips” such as medically documented illness, medically documented appointment, funeral of family member, court appearances, school-sponsored activities, or other absences approved by building principals.

V: Verified Absence – parent provides written or verbal notification to the school of student's absence.

T: Tardy – ten minutes or less time tardy to class.

VT: Truant – After 6 verified absences, any non-excused absence is truancy.

U: Unexcused – For high school purposes, unexcused will refer to the explanation on this page.

ISS: In School Suspension

OSS: Out of School Suspension

SRAB: School Related Absence

Q: Administrative

Excused Absences

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

1. The following will be accepted as reason for Excused Absences:
 - a. Medically documented illness
 - b. Medically documented appointments
 - c. Documented legal appointments

- d. School sponsored activities
 - e. Funeral of family member
 - f. Unique circumstances as approved by administration
2. Students participating in school activities must be in school or a school sponsored activity the full day of the event in order to participate. A student who has a doctor appointment must bring the doctor note to the attendance office. The parent must also complete one of the following: call the attendance secretary the day of the doctor visit, sign the Doctor note on the back, or send along a written note addressing the doctor visit that day. Only in extraordinary circumstances may the principal waive this rule.
 3. If a student is going to participate in a school related activity causing him/her to miss school, that student will need to make up their work in advance by obtaining an admit slip from the office. Any work or tests made up afterwards may be at a reduced credit depending upon individual teacher policy.
 4. A student wanting to support their classmates at a State Contest will be able to have this absence entered as an “Excused” absence as long as there is a parent note or phone call allowing this absence and a State Contest ticket verifying the student was in attendance. This will only be for the first day of the State Contest. (Some State Contests do not start on Day 1 for OHS ~ thus, the second day of a State Contest may be considered as the first day). A second day or more of attending a State Contest will be entered as a “Verified” absence. A student who is part of the team in good standing at the State Contest, but not participating, will be marked as an “Excused” absence as long as there is parent contact with the school and a State Contest ticket submitted for each day.
 5. If a student is not in attendance at school due to illness, they should not be attending school sponsored events, as a spectator, that evening

Verified Absences

Non-excused (see excused absences above) absences, which are documented by a parent contact (note or phone call), are considered “verified” absences. Those verified absences, which allow a student to attend less than the minimum of 174 days, would be considered a truancy (see Compulsory Age Attendance Policy NO. 501.3). In order for a verified absence to be marked as Excused, the doctor/dentist/specialist must be in the attendance office within five (5) school days of the visit.

Students must see the nurse to go home ill. They can no longer call mom and dad to bypass the nurse. If they do not, it will not be an excused absence, rather a verified one, in which students get six for the year.

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

SIGNING IN/OUT OF THE BUILDING

If a student must leave the building because of illness or for any reason other than a class or open campus, the student must make arrangements beforehand and sign-IN/OUT in the HS main office and sign in when returning to the building. Leaving school without permission is classified as truancy. If an illness/accident occurs during the school day, the student must get permission from the nurse to leave the building.

Tardy

Ten minutes or less time tardy to class.

Verified Truancy

After 6 verified absences, any non-excused absences are truancy. Verified truant is considered an unexcused absence.

Unexcused

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

Absences from school without parent/guardian and/or administrative approval are defined as UNEXCUSED absences.

On any unexcused absence, a student has an opportunity to make up work. The teacher may dock missed work by a reasonable amount. However, if the student fails to make up work in a reasonable time, then the student may get no credit. The teacher does not have to give participation points on an unexcused absence.

A student, who has three (3) unexcused absences in a class (es), in a trimester, can be dropped from the class (es) and assigned study hall or referred for alternative placement.

On any unexcused absence, the student will be required to make up each 50-minute period by either attending two 25 minute detentions in the office, or at the teacher's request with the teacher. This is true unless the entire scheduled day of classes was skipped. If classes were missed for an entire scheduled day, the student will serve a day of in-school suspension.

Oversleeping will constitute an unexcused absence. Missing a half day (more than 3 periods) of class will result in I.S.S.

Students of non-compulsory age will follow this policy, but may not be referred to the County Attorney.

Study Hall

A student who skips study hall will receive the following:

1. -3 administrative detentions
2. -1 day of in-school suspension
3. -1 day of Out-of-school suspension
4. -Further suspensions or recommended for expulsion

School Notification

Parents are requested to telephone or send a note to the school during regular school hours in advance or on the day of an absence between 7:30 am and 4:00 pm to report the absence. Absences not reported by 12:30 pm the day following the absence might be considered unexcused. Doctor or Dental note is needed for student to participate in an afternoon or evening extra-curricular practice or event.

Re-admittance to Class

Students for whom ever calls or notes have been received by 3:30 pm the day prior to an absence may reenter class without an admit slip. If calls or notes have not been received, the student must report to the office for an admit slip. The admit slip will indicate whether the absence was excused, unexcused, or pending.

LEAVING SCHOOL GROUNDS

Students are not to leave school grounds without permission. Students who leave without permission will be considered truant or unexcused and will receive the appropriate consequence. The lunch period is an open lunch period for juniors and seniors, which means that any junior or senior may leave the building and school grounds. Only seniors may drive or ride in or on a motor vehicle during the period. Students are not to be loitering in the school parking lot before, during or after school. All students are expected to respect the property rights of homeowners who live near the school. Students are not allowed to walk across yards, litter, block traffic, or tamper with mailboxes.

Appointments

Parents should arrange health, dental care or personal business during non-school hours, whenever possible. If it is necessary for a student to leave school under such circumstances, parents are expected to call or send a note to the school office prior to the student leaving. The student must obtain a Permission To Leave Campus form from the school office, which should be presented to the teacher at the appropriate time to leave. Prior to leaving, the student must present the form to the office and check out with the office secretary. Upon return, the student should check back in to school at the office and present the appropriate verification. Failure to comply with Leaving Campus regulations may result in an unexcused absence.

Completion of School Work

Schoolwork missed because of an excused absence may be made up for full credit if completed within the required make up time. When possible, assignments should be completed prior to, or during absence. Make-up work following an absence must be completed in a period of time equal to two days for each day of excused absence. A scheduled test will be taken upon the day of return. The time allowed for make-up work or a test may be extended at the discretion of an individual classroom teacher. Failure to complete make-up work during the allotted time period may result in partial or no credit as determined by each individual teacher. It will be the student's responsibility to obtain all make-up work from each applicable teacher immediately upon the return to school.

Tardies

A student is considered tardy if the student's initial appearance in an assigned area occurs after the designated starting time. A student will not be considered tardy if able to present a hall pass with the

appropriate date and time, authorized by a school staff member. A student tardy more than ten (10) minutes, without a hall pass, will be considered absent.

If a student is tardy to the same class three (3) times, the teacher will give them a form saying they have received their third tardy. A copy of this form will go home to the parents. If a 4th tardy is received, the same process will occur.

Teachers must have assigned 2 detentions before a student can be dropped after their 5th tardy.

Upon receiving 5th detention during a trimester, student will receive a 50 minute detention. 8th tardy will result in 100 minute detention. 12th tardy will result in a parent meeting and/or In School Suspension

Appeals

1. Any time a student, parent or guardian is concerned about the disposition of an attendance problem, the student, parent, or guardian is encouraged to contact the teacher, associate principal, or dean of students for clarification.
2. A student, parent, or guardian may appeal any attendance decision to the associate principal or dean of students by filing a written request for review within three (3) school days of the notification to the student and written notification to the parent/guardian. The associate principal or dean of students will hear the appeal within two (2) days of receipt of the request and will issue a response no later than the following school day. All parties involved will receive written notification of any changes as a result of the decision.
3. A student, parent, or guardian seeking review of the associate principal's or dean of student's attendance decision may do so by filing a written request for review with the principal within three (3) school days of the associate principal's decision. The principal will determine an agreeable time, place and date for the review. At the conclusion of the review, the principal will affirm, reverse, or modify the associate principal's decision. All parties involved will receive written notification of any changes as a result of the decision.
4. A student, parent, or guardian seeking a review of the principal's attendance decision may do so by filing a written request for review with the superintendent within three (3) schools days of the principal's decision. The superintendent will determine an agreeable time, place and date for the review. At the conclusion of the review, the superintendent will affirm, reverse, or modify the principal's decision. All parties involved will receive written notification of any changes as a result of the decision.
5. A student, parent, or guardian seeking a review of the superintendent's attendance decision may do so by filing a written request for review with the Secretary to the Board of Education within three (3) school days of the superintendent's decision. The board secretary will determine an agreeable time, place, and date for review. At the conclusion of the review, the Board of Education will affirm, reverse or modify the superintendent's decision. All parties involved will receive written notification of any changes as a result of the decision.

Emergency Dismissal

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

Discipline Policy

Student Personnel – Series 500

Policy Title: Maintenance of Orderly Conduct

Code No. 502.1

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity with respect and consideration for the rights of others while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, while away from school grounds if misconduct will directly affect the good order efficient management, and welfare of the school.

Students who fail to abide by this policy and the administrative regulations supporting it may be discipline for conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, 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 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 buses; while attending or engaged in school district activities, shall be suspended by the principal. Notice of the suspension shall be sent to the board president and the superintendent. The board shall review the suspension to determine appropriate action against the student, which may include expulsion. Assault for purposes of this section is defined as:

- *An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- *An 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 to act; or
- *Intentionally pointing any firearm toward another or displaying in a threatening manner any dangerous weapon toward another.

The act is not assault when the person doing any of the above and the other persons 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.

Senior High Discipline Regulations

- I. School discipline is the guidance of the conduct of pupils in a way which permits the order and efficient operation of the school, the maintenance of a scholarly, disciplined atmosphere to achieve maximum educational benefits for all pupils, and training for a future of effective citizenship.**
- II. Disciplinary control of pupils will pertain to the following areas:**
 - a. While in school property.
 - b. While in proximity of the school premises.
 - c. While on school-owned and operated school buses or on chartered buses.
 - d. While attending or participating in school related activities.
 - e. While on school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school.
- III. Students who violate the regulations or rules established by the Board of Education, including breach of discipline as defined by this handbook, may be subject to the following consequences:**
 - a. Detention after school or on non-school days.
 - b. Denial of privileges, exclusion from class and/or co-curricular activities.
 - c. In-School Suspension (pupil being confined to an area in the school).
 - d. Out-of-School Suspension
 - e. Building Administrators may exercise other actions appropriate to the violation.
 - f. The Board of Education may, by majority vote, expel any student from school for immorality, or for violation of the rules and regulations established by the Board, including, without limitations, this Discipline Policy, or when the presence of the scholar is detrimental to the best interest of the school.

Action per Offense at the Oskaloosa Senior High School grades 9 - 12

Consequences									
	Student Conference	Notify Parent	Detention	Removal from Class	Loss of Credit	In School Suspension	Out of School Suspension	Possible Expulsion	Referral to Police
Inappropriate Behaviors									
Excessive tardies	X	X	X	X	X				
Unexcused Abs/Truancy	X	X	X		X	X			X
Classroom/School Disruption	X	X	X	X	X	X	X		
Insubordination	X	X	X	X	X	X	X	X	
Profanity	X	X				X	X		
Profanity at Staff	X	X		X	X		X	X	X
Forgery/fake phone calls/altering passes	X	X	X		X	X	X		
Criminal action: vandalism, theft, arson, extortion, etc.	X	X		X	X	X	X	X	X
Cheating	X	X			X				
Tobacco (possession)	X	X					X		X
Fighting	X	X		X		X	X	X	
Harassment: sexual, physical, racial, verbal	X	X		X	X	X	X	X	X
Public Display of affection	X	X	X			X			
Dress Code Violation	X	X	X		X	X			
Terrorism-threats or actions	X	X		X	X	X	X	X	X
Use/possession of drugs/alcohol	X	X					X	X	X
Possession of weapons/dangerous instrument	X	X					X	X	X
Sales/distribution of drugs/ alcohol	X	X						X	X
Felonious assault	X	X						X	X

Parking: Students must have a student parking tag. Cars may be towed away at the owners expense. Parking privileges may be suspended.

***LASER POINTERS** and other distracting items will be confiscated and parents notified

INAPPROPRIATE BEHAVIOR & CONSEQUENCES

Students are to refrain from the following behaviors:

A. Insubordination:

Insubordination is the defiant behavior of a student in response to a reasonable and appropriate request or directive of a staff member.

Gross insubordination is the open defiance of a student in response to a staff member which could include, but is not limited to, the student's behaviors of intending to intimidate or humiliate the staff member, mimicking or otherwise attempting to discredit the staff member's authority. Consequence to be determined by administrator according to offense.

B. Criminal actions:

Student actions such as theft, destruction or defacing property, arson, extortion, and vandalism will be referred to law enforcement officials. School officials will require restitution and/or suspension appropriate to the offense. A student shall be referred to the Board of Education for expulsion if he/she is guilty of:

1. Sale or delivery of controlled substance on school grounds, school transportation, or at school events.
2. A felonious assault that causes bodily injury or severe emotional distress to students or staff.
3. Other actions deemed by administration to represent a clear danger to the student body and/or staff.

Assaults/Physical Contact/Fighting

Physical contact/fighting which is determined to be serious and potentially harmful will not be tolerated at Oskaloosa High School. Violations will result in out-of-school suspensions for up to ten (10) days. Disorderly conduct charges through the Oskaloosa Police Department will also serve as an additional consequence.

The following situations will result in suspension and police charges:

1. Fighting after attempts have been made to resolve a specific conflict.
2. An unprovoked student attack on another student.
3. Bringing a non-school related issue to school which results in a fight.

Continued physical contact or assaults by individuals will result in a recommendation to the Oskaloosa School's Board of Education for disciplinary removal from school.

Other confrontations which cause disruption to the learning process will be dealt with on an individual basis.

Referrals

The Oskaloosa Community School District has long-standing policies that stress the safety of our students. When we think advisable we will report violent acts and threats of violent acts to the Oskaloosa Police Department usually through the School Resource Officer. At the request of the County Attorney, we will also report to the County Attorney's office any seriously assaultive behavior or harassment by students.

Whenever a report is made to the Oskaloosa Police Department or the County Attorney's Office regarding a student's violent behavior or harassing actions or threats of such, the student and parent or guardian of the student will be notified. Members of the County Attorney's office may not interview a student at school without the presence of a parent or guardian and a school administrator. Except for situations of alleged child abuse, a student may not be interviewed during the school day or periods of extracurricular or co-curricular activities unless the principal or any other delegated staff member present when possible.

C. Possession or use of alcohol or drug paraphernalia, controlled substances, or being under the influence of the same, or acting as if under the influence of the same.

Violation will result in the notification to local law enforcement authorities. In addition, the following consequences will be imposed:

The first violation will result in a ten (10) day out of school suspension.

Upon a second violation there will be up to a twenty (20) out of school suspension.

A third violation will be referred to the Board of Education for expulsion. The student will be placed on administrative probation. In addition to the aforementioned policies, should the violation occur at a school event, the violator will be banned from attending school events for a period of time. (Per Board Policy Code No. 502.7)

D. Use or possession of tobacco including chewing tobacco:

1st offense – 3 to 5 days out-of-school suspension and referral to parent/guardian and notification to local law enforcement authorities.

2nd offense – 5 to 8 days out-of-school suspension and notification to local law enforcement authorities.

3rd offense and any subsequent – 10 days out-of-school suspension and notification to local law enforcement authorities. (Per Board Policy Code No. 502.7).

Tobacco products are considered controlled substances and students are forbidden to be in possession of any tobacco product or look-alike or facsimile of a tobacco product, which includes e-cigarettes.

E. Parent of students found to possess weapons, dangerous objects, or look-alikes 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. (Per Board Policy Code No. 502.5, 502.6)

- F. **Use of Profanity:** Profanity is a vulgar language considered by faculty and/or administration to be inappropriate in a school setting. The use of profanity student to student may result in either an in school suspension or an out of school suspension, a second offense of up to four (4) days out of school and up to ten (10) days on a third or subsequent offense.

The use of profanity directed to a staff member may result in a three (3) to five (5) day out of school suspension. A second offense of profanity directed towards a staff member during the course of a school year will result in a five (5) to eight (8) day out of school suspension. A third or subsequent offense directed towards staff will be a ten (10) day out of school suspension.

- G. **Verbal abuse, sexual harassment, racial bigotry, flagrant disrespect to others, rowdy behavior, or fighting on or adjacent to school property, at school activities, home or away, or on school transportation, may lead to a 3 to 5 day out-of-school suspension. Administrative judgment will be exercised regarding the aggressor and whether a student had an opportunity to avoid the conflict. A second occurrence will result in a 5 to 8 day out of school suspension, a longer suspension or referral to the Board for expulsion.**

1. Harassment includes but not limited to, racial, religious, national origin, age, disability and sexual harassment (Refer to Board Policy 502.10; 502.10R; 502.10R1; 502.10E1; 502.10E2)
2. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature.
3. Other types of harassment may include, but not be limited to jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.
4. Students who believe they have suffered harassment shall report such matters to the building principal. (Refer to Board Policy 502.10; 502.10R; 502.10R1; 502.10E1; 502.10E2).

- H. **Loitering in any area, including hallways, restrooms, parking lots, middle school grounds and property adjacent to the school. (Students are not to be in the parking lots during passing times unless they have open campus or a hall pass from a school official.)**

1st offense – 3 detentions

2nd offense – 6 detentions

3rd offense – 2 days in-school suspension

- I. **Forgery or alteration of school documents, such as hall passes, admit slips, attendance cards, fake phone calls, etc.**

1st offense – 1-day in-school suspension

2nd offense – 2 days out of school suspension

3rd offense – 3 days out of school suspension

- J. **Cell Phones.** – We encourage students at Oskaloosa High School to be responsible digital citizens. Students may have a cell phone with them before school, during passing time, at

lunch, and after school. Students, may with teacher permission, be allowed to use their cell phones in the classroom. When students are sent to the office they are to turn over their cell phone to the secretaries or to the assistant principal upon request. Please have the cell phone on silent or off during class time.

- 1) Inappropriate or unauthorized usage will result in the following consequences:
 - a. 1st offense-student's cell phone will be confiscated by a staff member and given to the Associate Principal for the remainder of the day. The student will be able to have the cell phone returned at the end of the regular school day.
 - b. 2nd offense-Student's cell phone will be confiscated by a staff member and given to the Associate Principal. The student's parent/guardian must come to school and pick up the phone at the end of the regular school day.
 - c. 3rd & subsequent offense-Student's cell phone will be confiscated by a staff member and given to the Associate Principal and it will be held in the office for three (3) days. The student's parent/guardian must come to school at the end of the regular school day and pick up the phone after the three (3) days.

NOTE: A student will be sent to the office due to not complying with the teacher request to turn over the cell phone. In the administration office, the student will be required to turn over cell phone. Refusal to turn over the phone will result in an out of school suspension.

Audio/Video or other devices:

Students may have the use of iPods and MP3 players during study hall, but at the discretion of the supervisor. A student may also have these two items in the classroom, but again at the discretion of the teacher. If a student uses any devices without the permission of the teacher, the device will be confiscated and turned into the Associate Principal and must be picked up by a parent at the conclusion of the school day. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date.

Public displays of affection. Students are not to be kissing or embracing in the halls or on school property.

1st offense-warning

2nd offense-1 detention and parent notification

3rd offense-3 detentions and parent notification

4th and any subsequent offense-1 day in-school suspension and parent notification.

M. Cheating. Cheating and/or copying are not tolerated at Oskaloosa High School. A student caught cheating and/or copying will result in an automatic "0" for that assignment and parents will be notified. A student caught cheating a second time in the same class will receive a no credit "NCR" for the class and will be reassigned study hall.

Plagiarism. Oskaloosa High School does not tolerate plagiarism. There is a high regard for academic honesty and integrity. The definition of plagiarism from the American Heritage College Dictionary, fourth edition, 2002 is "To use and pass off (the ideas or writings or another) as one's own". Any student who is found to have plagiarized will receive a "0" for that assignment. The teacher will report this offense to the office and parent/guardian. A second offense in the same class will result in a

no credit “NCR” for the class and reassigned a study hall. Oskaloosa High School offers learning opportunities for the students to learn proper note taking and documentation.

STUDENT DISCIPLINE FOLDER

A record of all rule infractions for each student will be kept in a student discipline folder. A continuing file will be kept for the duration of time the student is at the Oskaloosa Senior High School. These files will be used to determine the school’s position on privileges that may be available to students.

The student discipline folder will not be placed with a student’s permanent records. After graduation, the student’s folder will be destroyed.

Violation Procedure

- I. If any student’s behavior is in violation of school rules, the following procedure will be used:
 - A. Violation of school rules will result in a discussion involving the problem and attempt to arrive at a solution. The violation will be registered in the student’s discipline folder. Appropriate disciplinary action will be taken.
 - B. If violations continue to occur or if the violation is deemed serious on the first offense, the student may be subject to suspension. When disciplined in this manner, the student’s parents/guardians will be contacted.
 - C. If violations continue to occur, the administration may recommend to the School Board expulsion for student.
 - D. The administration reserves the right to exercise judgment on all cases involving student discipline.
- II. **Grievance**
Any student who wishes to file a grievance shall proceed according to the grievance and complaint form found in this handbook. If a student is charged with a major disciplinary violation, the student shall receive notification of the charges against him/her and have the opportunity to present his/her version of the incident. Parents will be contacted and may be present, if they wish. If the student or parents are not satisfied with the disposition of the case, they may appeal within five (5) days to the superintendent. If still not satisfied, they may appeal to the Board of Education. (Administrative Regulations Code 502.4, page 42)
- III. **Physical force as a means of restraint:**
Restraint, which is considered the act of controlling the actions a pupil when such action may inflict harm to himself and others, is not considered physical punishment. Teachers and Administrators must feel free to use reasonable and appropriate means of restraint at the moment as may be necessary to prevent pupil from harming themselves or others, to prevent a breach of discipline, or to stop a continuing breach of discipline.

Factors determining reasonable and appropriate are:

1. Age
2. Sex
3. Previous history

4. Maturity of pupil
 5. The seriousness of the breach of discipline
 6. Teacher motives and state of mind.
- (Refer to Board Policy Code No. 503.5)

SCHOOL MANAGEMENT POLICIES

Detention Management

- A. **Teacher Detentions** – Assigned by the teacher and done with the teacher. May be done at 8:05-8:20 a.m., or 3:35-3:50 p.m. any day of the week. May be given for misbehavior or failure to do work. Failure to comply may result in additional detentions or administrative intervention.
- B. **AAA - (Attitude/Academic Adjustment)** – An imaginative assignment by teacher or administration appropriate for the misconduct or failure to complete schoolwork.
- C. **Administrative Detention** - For unexcused absences or more serious misconduct as determined by teacher and administration. Detentions are served before school starting at 7 am, Wednesdays after school (with prior approval from the office) & during MTSS time (if the student is not required to attend). If staff is not yet here, the student can wait in the senior lounge. Their attendance will be recorded on camera and then they will be given the amount of time they are on camera to count towards their detention. When office staff arrives, they then report to the office and sign in. Failure to comply shall progress to in school suspensions and may lead to out of school suspension or may lead to alternative school placement.
- D. **Excessive detentions** – within a trimester for behavioral violations will result in the following additional consequences:
 - 8 detentions = ½ day In School Suspension
 - 10 or more detentions = 1 day In School Suspension
- E. If students do not serve detention time their computers will be locked down to school sites only.

In School Suspension:

In-school suspension involves social isolation and intensified concentration on academic studies. Students are removed from the classroom and placed in the ISS room. They may complete their assignments at full credit. ISS rules are as follows:

- A. **Report to the Associate Principal or Dean of Students** at 8:25 a.m.
- B. **No talking or sleeping** – nothing but schoolwork. Prior collection of assignments will normally be the student's responsibility. However, there may be exceptions.
- C. **If all work is done**, the student will be provided with other activities.
- D. **There will be a 5-minute restroom break** at 10:00 a.m. and 2:00 p.m. The student will be escorted to and from the restroom.
- E. **A 30-minute lunch break** will be provided. The student will be escorted to the cafeteria 2-3 minutes before classes are dismissed and will return to ISS room to eat. A Student may not leave the ISS room during lunchtime. Lunch trays will be returned to the cafeteria upon conclusion of the lunch period.

- F. **Violation of ISS rules:** 1 day of ISS will be added. If problems persist, an out-of-school suspension will be added. Upon return, the ISS time must be completed.

Out-Of-School Suspension:

A student is expected to complete all assignments during out-of-school suspension in order to receive credit. Make up work, following the suspension, must be completed in a period of time equal to two days for each day of absence. A second and/or third out-of-school suspension in one school year may be cause for referral to the Board of Education for expulsion or an alternative placements assignment. Students are not allowed on school property during out-of-school suspension. (Refer to Board policy Code No. 503.1R1)

Appropriate Dress (Board Policy Code No. 502.1)

The Board of Education believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors on school property or on property within jurisdiction of the school district.

It shall be the policy of the Oskaloosa Schools to allow parents considerable freedom in determining the manner in which their children shall be attired. However, the building administration shall have the authority to ask a student to change his/her clothing or to suspend a child from school for grounds of health or safety reasons, indecency, uncleanness or distracting from the learning atmosphere of the building. The following list will not be tolerated, but may not be inclusive:

- A. **Clothing, jewelry and accessories** that advertise tobacco, alcohol, and drug products or express inappropriate or suggestive messages.
- B. **Clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks**, making reference to prohibited conduct or similar displays.
- C. **Clothing must be safe, decent, and sanitary;** tight, unclean, torn, tattered clothing is not acceptable.
- D. **Shorts and skirts** must be of appropriate length.
- E. **Undergarments** may not be visible.
- F. **Thin straps ("spaghetti straps"); low cut shirts, shirts, which expose the midriff and asymmetrical one strap tops** may not be worn. No halter-tops or backless clothing.
- G. No handmade/self-made sleeveless t-shirts

****Under certain circumstances, or during certain classes or activities, a stricter dress code may be appropriate and students must comply with the stricter requirement. The administration makes the final determination of the appropriateness of the student's appearance.**

- H. **No hats, caps, bandanas or similar headwear**, will be allowed from the time a student enters the high school building until they leave. If such items are brought to school they must be kept in the student's locker. Headbands are acceptable as long as they are used for their intended purpose, to hold the hair back out of ones face. Refusal to remove hat will be handled in the same manner as cell phone policy on page 21 of handbook.

Students 18 or Older:

Students who are 18 years old or older may assume responsibility for their own absences; provided that parents provide a signed statement that they relinquish that responsibility. Parents or guardians of all students, regardless of age who are living at home will be notified concerning absences, school behavior, etc.

Non-authorized Persons:

Non-authorized persons should not be in the school building or on the school premises at any time without authorization of the school building administrator. Teachers are obligated to inform the administrator of any intruder. Any intruder who interferes with the school procedure may be compelled to leave the school premises, and if the activities or actions disrupt the orderly operation of the school, or disrupt the disciplined, scholarly atmosphere, he/she may be subject to prosecution.

Student visitors/friends are not allowed.

Leaving School Grounds:

Freshmen and sophomores have a closed campus for lunch and cannot leave the building to go out for lunch on their own. If a parent would like to take their student out to eat, they need to call prior to taking them out, have the student check out in the office and then have them back in time for their next class.

- A. Juniors and seniors can leave the school during their lunch period without checking out at the office.
- B. Students not on open campus may not leave school grounds once they have attended a class or study hall without being excused by a parent or guardian and checking out at the office. Failure to check out properly will result in an unexcused absence.
- C. Students on open campus can leave school grounds when not scheduled in a class. If students do not return to school after leaving or are tardy for their next class and have notified the school office before the absence or tardy, it will be considered an unexcused absence.
- D. **Guests eating lunch with students.** On the rare occasion that an immediate family member would like to eat lunch with their student, they must call into the office prior to the visit to make arrangements, and then they can eat with their student in the student lounge.

Study Hall

Study hall is an opportunity for students to work on homework assignments in a quiet, controlled environment during the school day. Students are expected to make productive use of the time provided. The following rules will be enforced in order to maintain an appropriate study hall atmosphere:

- A. Students should be seated in the assigned seat when the bell rings.
- B. Students will be allowed to leave study hall by presenting the study hall supervisor a hall pass signed by a staff member. The hall pass is to be presented at the beginning of the period. Only one name is to be placed on each hall pass or it will not be accepted. The study hall supervisor can deny a request to leave study hall if

the student has been restricted to study hall. If a student does not have a pass, he/she is not to be excused to obtain one. A hall pass will not be accepted after the tardy bell rings unless a teacher detains the student while getting the pass. If this happens, the teacher must put the time the student left and his/her initials on the hall pass. If the student is constantly late with the hall pass, the study hall supervisor has the right to not release the student.

- C. If a student is tardy for study hall, it shall be handled as described previously in this handbook in the “Tardies” section.
- D. Students are to conduct themselves in a quiet and orderly manner. Talking is allowed only if permission is obtained from the study hall supervisor.
- E. Before a student may leave his/her seat, he/she is to raise his/her hand and be acknowledged by the supervisor.
- F. Students may sign out of the study hall to the library, but must also sign in and out at the library. The number of students and time allowed is left to the discretion of the study hall supervisor and librarian.

Glass Containers

No glass containers are to be brought into the school.

Accidents:

Students are to report all accidents in the school building, on the grounds, at practice sessions or at any event sponsored by the school to the person in charge of the activity or to the administration immediately.

Money and Valuables:

Students are discouraged from bringing excessive amounts of money or valuables to school. If it becomes necessary, it is recommended that excessive amounts of money or valuables be left in the office vault during the school hours. It is suggested that students not leave money and valuables of any significance in hall lockers or physical education lockers.

Dance Policy and Procedure:

Oskaloosa High School dances are schedule throughout the school year. Our intent is to provide a safe and healthy setting within school environment to allow the students to enjoy the social atmosphere. These rules must be followed:

1. Students must present their Oskaloosa student identification to be admitted to the dances.
2. Tickets must be purchased prior to the dance. No tickets will be sold at the door.
3. Students must be in high school – no junior high school students will be allowed to attend.
4. In the case of Prom only juniors and seniors may attend unless a freshman or sophomore is a date of a Junior or Senior.
5. No one over the age of 21 will be allowed to attend, unless the person over 21 is a spouse.
6. NO REFUNDS
7. Any illegal activities, including, but not limited to drug or alcohol use or possession will result in removal from the dance. The parents will be contacted as well as the local law enforcement agency. Any student who is suspended from a school dance as a result of any

misconduct at the dance will not be allowed to attend any school dances for the remainder of the school year.

8. School dances will start at 9:00 p.m. and end at 12:00 a.m. Parties responsible for transporting students home from dances should be at the school dance site at 11:50 p.m.
9. Students will not be allowed to return to the dance once they have left the building.
10. Adult chaperones will be present at all school dances.
11. If a student is an early graduate of Oskaloosa High School, in order to attend prom, they must be the date of a current Oskaloosa High School Junior or Senior.

School dress code will be enforced

1. For informal dances whether on or off campus, the school dress code applies. School dress code is enforced with the following exception: Spaghetti straps, strapless dresses, and backless clothing may be worn, but may not expose midriff or undergarments.

Guest Pass Policy & Procedure

1. Only pre-registered guests with a photo ID will be admitted to all Oskaloosa High School dances.
2. Guest pass forms will be required to bring a guest from outside the school. Guest pass forms must be returned to the dance sponsor and approved before the purchase of ticket. This must be completed two days before the dance.
3. All guests must adhere to the same dress code; conduct code rules of Oskaloosa High School.
4. Guest age: Grade 9-12, guests may not exceed 20 years of age.

Appropriate Dancing

1. Dress and dancing must be tasteful and appropriate at all school dances.
2. Any dancing or behavior a chaperone judges improper and/or indecent will not be permitted.
3. A student will receive one warning for inappropriate dancing. If the behavior persists, the student will be asked to leave the dance. Students asked to leave will not be eligible to attend the next scheduled school dance.

Lunch:

1. Identification cards

Students will be provided with one ID Debit card.

Students may replace damaged/lost cards at a cost of \$5.00 per card. Students may not borrow another student's ID card for any purchases.

2. Account Balances

Students are expected to have money in their meal accounts. Negative balances are discouraged and meals may not be charged. Students will be notified of a negative balance at the time their ID card is scanned.

Students will be allowed to eat until they reach a balance of -\$3.00.

3. Free and Reduced Priced Meals

Families are encouraged to apply for free or reduced price meals. Forms are available in the office or on the Oskaloosa Community School District website. Students must have

appropriate amount of money in their account to make a purchase beyond the one free breakfast or one free lunch. Ala Carte items are not available through this program.

4. Ala Carte

Additional snack items may be purchased using cash, or may use money from their ID card providing there is not a negative balance.

5. Pay School

This service is available on the Oskaloosa Community School District Website.

6. Lunch money will be taken from 8:00 a.m. to 10:00 a.m. in the High School Cafeteria Monday through Friday.

7. Students are expected to bring their student ID to breakfast and Lunch. Students will not be denied to opportunity to eat lunch, even if they do not have their ID card. However, students without IDs are required to go to the end of the lunch line. Students without IDs will be denied ala Carte privileges.

Financial Secretary:

The financial secretary will be available to handle financial matters from 8:00 a.m. to 2:30 p.m. Monday through Friday. The financial secretary will receive monies and all monies will be receipted. Change will be available in the office only during passing time. Lost ID cards will be replaced at a cost of \$5.00 to the students. Lost Driver's Ed Completion slips will be replaced at a cost of \$5.00 to the student.

Student Lockers:

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teachers has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules and regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker inspections may be conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

Periodically throughout the year, drug dogs may be brought to the school as a preventative and proactive measure to ensure a safe learning environment.

Liability for Personal Property:

The school is not responsible for personal property of students or non-students. All lockers (Hall, P.E., Athletic, etc.) must be locked at all times.

Search and Seizure:

School authorities may, without a search warrant, search a student, student's lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and 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 and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of

contraband may include, but are not limited to, nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities (502.8)

Periodically throughout the year, drug dogs may be brought to the school as a preventative and proactive measure to ensure a safe learning environment.

Driving and Parking Regulations:

All Oskaloosa Senior High School students who drive to school must obtain a 'parking tag' and must park in the student parking lot on the north side of the high school. The parking tag is to be on display on the rear view mirror of the vehicle. Cars, motorcycles and mopeds not parked in marked stalls or parked in handicapped parking stalls are subject to ticketing and towing.

Vehicles on grounds without a current O.H.S parking tag or those, which are illegally parked, are subject to towing at the owner's expense. Students may also lose school parking privileges from 6 weeks to a full calendar year.

Students who park on school property during a time their parking privileges are suspended will have their vehicle towed at the owner's expense.

Reckless driving, including squealing tires, speeding excessive noise of motorcycles, mopeds or cars, students riding on outside of cars or other distracting activities may lead to disciplinary action.

There is to be no rollerblading or roller-skating on school grounds. (Refer to Board Policy Code No. 502.11)

Educational Records:

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendment to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or procedures for filing a complaint, contact the Board Secretary, in the Central Administration Office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in

officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes. (Refer to Board Policy Code No. 506.2E1)

Student Lounge:

Juniors and seniors are the only students allowed to be in the lounge. While student are in the lounge it is to be kept quiet, so they are not disturbing other classes during the day. The lounge is to be kept clean at all times. Only juniors and seniors who bring their lunch may eat in the lounge. Juniors and seniors who eat school lunch must eat in the lunchroom.

Skip Dates:

The school does not authorize skip days for any class (freshmen, sophomores, juniors, or seniors).

Posters:

All posters displayed in the senior high are to deal with approved school activities. All posters must be approved by the administration.

Change of Address:

Students who change address or telephone number during the school year are to inform the office of such changes.

Students Abused by District Employees:

Student shall immediately report the incident to the Level One Investigator, the building principal. The Level two investigator is the police chief. (Refer to Board Policy Code No. 402.3)

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

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. (Refer to Board Policy Code No. 503.5)

Open Campus:

Open campus is a privilege earned by a junior or senior to replace a scheduled study hall. This time may be used by juniors or seniors to work with teachers or in lab areas as the staff and facilities are available. The library, lounge and courtyard are the areas available for students on open campus. All other areas are off limits.

A sophomore or junior can apply for open campus privilege during the third trimester of his/her sophomore or junior year to take effect the first trimester of the junior or senior year. The student is to

obtain the proper form from the Associate Principal. Upon completion of the form, the parent must call the office to verify approval. Both parent, school administration and Oskaloosa Senior High School faculty must agree to grant open campus privilege. (Refer to Board Policy Code No. 501.111)

Parents may not give student permission to sign form for them. Any forms that appear to be forged, student will be disqualified automatically for the trimester for Open Campus Privileges.

Oskaloosa Senior High School Open Campus Privilege (Juniors and Seniors)

Open campus is a **privilege** available to all **junior and senior** students at the Oskaloosa High School. Open campus is defined as the privilege of not having to attend a study hall when the student does not have a class scheduled. The junior or senior may use that time for independent study in the library or student lounge, to seek assistance from a teacher, leave campus during the time not scheduled. It is critically important that all juniors and seniors understand that Oskaloosa Senior High School day runs from 8:30 a.m. to 3:30 p.m. This means that during the time(s) that a student has earned open campus they are still obligated to meetings, assemblies, teacher conferences, or any other school obligations that may be schedule during their open campus. Schedules will not be changed to create open periods at student request.

All juniors and seniors wanting consideration for open campus must complete an open campus application form. The open campus form will require a parent/legal guardian signature along with the high school assistant principal's signature. (The building administration reserves the right to verify any forms through verbal communications with a parent/legal guardian). In order to qualify for open campus privileges the student must be in good standing with all academic, activity and social responsibilities at Oskaloosa High School and have parent/legal guardian and school administration approval.

Good standing academically is defined as:

- Having earned the minimum number of credits appropriate for their grade, and time of the school year, to be on schedule for graduation.
- **No grade lower than a C- on the previous trimester report card.**
- **No grade lower than a C- on a mid term report card.**
- Satisfactory completion of all homework, make-up work, tests and appropriate class participation.

Good standing socially is defined as:

- No significant accumulation of discipline problems.
- No late detentions.
- No excessive tardies – 4 or more tardies accumulated in all classes per trimester is defined as excessive.
- No excessive absenteeism (more than 5 excused and/or verified combined absences in a class per trimester is defined as excessive) and attend all assigned meetings, assemblies, and homerooms that take place during open campus.

- No Unexcused absences.
- No behavior(s) considered inappropriate for Oskaloosa High School.

Loss of Open Campus Privilege:

The open campus privilege may be revoked at any time that the conditions outlined above are not met. Loss of open campus privilege will result in an assignment to study hall for the periods open. Parents, Oskaloosa High School Administration, faculty, or student services staff may recommend revocation of open campus privilege.

Students will be allowed no more than ten (10) absences, excused or verified.

Students with excessive absences, excused, verified or unexcused or excessive tardies can lose Open Campus privileges at mid-term.

No excessive tardies – 4 or more total tardies accumulated in all classes, not four in each individual class, per trimester is defined as excessive.

Grades will be checked at mid-term of each trimester and at the end of the trimester. Loss of open campus because of a grade lower than a C- will result in the assignment to study hall for any open period until the next grading period. A student may reapply for reinstatement of open campus, with the Associate Principal, at the next grading period.

All other criteria above will be checked at the beginning of each trimester. Loss of open campus will result in assignment to study hall for any open period until the beginning of the next trimester.

Media Center

Your Oskaloosa Senior High Media Center will play an important role in your education. Please use the center and its materials widely, wisely and respectfully.

Regular hours are 8:00 a.m. to 3:45 p.m. If you need extensions, talk to Mrs. Erkenbrack.

The media center has two basic purposes:

1. Research for classes or personal interests.
2. Leisure reading and browsing.

In order for every person to have an equal opportunity to use the media center productively, these guidelines must be observed.

Discipline Procedure:

All students are responsible for correctly checking out materials in their possession before passing through the security system. Students who activate the security system, try to by-pass the system,

vandalize the system or materials or make an attempt to take any materials without proper checkout will be subject to the following:

1st offense – Lose media center privileges for one (1) month, pay for damages.

2nd offense – Two (2) days in-school suspension, lose media center privileges for a calendar year, pay for damages.

3rd offense – Three (3) days out-of-school suspension, lose media center privileges permanently, pay for damages.

Rules and Regulations:

1. Students come to the media center to work, not to visit.
2. Students are quiet in the media center.
3. Students who do not stay on task will be asked to leave, and may be restricted from media center privileges.
4. Students who do not leave immediately when asked to do so, will serve detention.
5. Students who use profanity will be referred to the associate principal or dean of students.
6. Students will sit in designated areas of the room, no more than 2 per table. Normally, study hall will use the west side of the room, classes the east side.
7. Students will not have food or drinks in the media center.
8. Students will enter and exit the media center through the security system.
9. Students will not put their feet on the furniture or rock back on the chairs.
10. General courtesy will be extended to all students and staff.
11. No hats in the media center.

Checkout Procedures:

Students are responsible for observing due dates!

Regular Books: 2 week loan period. **You may renew.** Bring books to the counter, we will put your media center number and the book number into the computer, desensitize and stamp your book.

Overnight/Magazines: Due at 8:30 a.m. the following school day. We will put your number into the computer and attach a “temporary” card to the material. \$.25 per day fine. \$.10 if you lose the card. Magazines from the current periodicals shelf are \$.50 per day fine.

Reserve Books: If a class has reserve books, you may check them out after school for overnight use only. Some books may be reserved for use in the media center only. (Refer to Board Policy Code No. 506.4)

**---We Strongly Encourage All Students to
Pursue College Bound Curriculum---**

As an aide to those students considering college in their post-secondary plans, the following information is presented. Students do need to take under consideration particular course offerings if they have the possibility of college in their future.

The following is taken from college catalogs as a guide to aid in these considerations. For unconditional entrance to freshman classification the applicant must present evidence of graduation from an accredited secondary school.

The following subjects are suggested:

English	4 years
Modern Foreign Language	2 years
Natural Science (Biology, Physics, Chemistry)	3 years
Social Science	3 years
Mathematics (Algebra and Geometry)	3 years

Other elective courses should be chosen as carefully as possible with the student’s potential college work in mind. College students generally find the ability to use word processing of value of their work.

Not all individuals have the abilities or desire to pursue their education in a 4-year college. Many may choose vocational/technical schools or perhaps no further schooling at all.

These students should consider their individual needs and interest in selecting their courses. In addition to meeting the basic graduation requirements, they may wish to take classes that will give them rudimentary skills in areas of work they wish to follow. This course selection should be broad enough to allow for flexibility as needs and interests might change.

Graduation Requirements Oskaloosa High School

Note: Two hours of credit will be given for the successful completion of a course that meets every day for one trimester.

English.....24 hours (12 Trimesters)

9 th English	(3 Trimesters)
Speech	(1 Trimester)
English Composition	(2 Trimesters)
English Literature	(2 Trimesters)
English Elective	(4 Trimesters)

Social Studies..... 18 hours (9 Trimesters)

Government 9	(2 Trimesters)
9 th World Cultures	(1 Trimester)
U.S. History	(3 Trimesters)
Economic	(1 Trimester)
U.S. Government	(1 Trimester)
Modern U.S. History or World History	(1 Trimester)

Science..... 18 hours (9 Trimesters)

Physical Science	(3 Trimesters)
Biology	(3 Trimesters)
Science Elective	(3 Trimesters)

Mathematics 18 hours (9 Trimesters)

9 th Grade Math	(3 Trimesters)
Math Electives	(3 Trimesters)
Math Electives	(3 Trimesters)

P.E./Health.....(10 hours (10 Trimesters)

Physical Education/Health Grades 9-10	(6 Trimesters)
Physical Education 11/12	(2 Trimesters/year)
*(1-hour credit per trimester)	

Vocational 2 hours(1 Trimester)

Chosen from appropriate course offerings

Fine Arts 2 hours.....(1 Trimester)

Chosen from appropriate course offerings

Required Course Work 92 hours
General Electives 50 hours

The minimum hours for graduation are 142 hours

STUDENTS 9TH, 10TH, 11TH, MUST BE ENROLLED IN SIX (6) FULL CREDIT ACADEMIC CLASSES EACH TRIMESTER. STUDENTS IN 12TH MUST BE ENROLLED IN FIVE (5) FULL CREDIT ACADEMIC CLASSES EACH TRIMESTER

FULL CREDIT IS DEFINED AS A CLASS THAT MEETS DAILY FOR A TRIMESTER.

Transfer students must complete at least one trimester at Oskaloosa Senior High School to receive an Oskaloosa Senior High School Diploma.

Course Scheduling Requirements:

1. Students in grades 9th, 10th, 11th are required to schedule to attend a minimum of six (6) classes plus PE when applicable with each trimester. 12th grade students must carry five (5) classes plus PE. A student may carry less than a minimum load only when approved for the Webster Alternative Program by the Student Assistance Team (SAT) and building principal. If a 12th grade student drops a 5th class, or a 9th, 10th or 11th grade student drops a 6th class, he/she must take an automatic "F" for the course.
2. Schedule changes may be made within the first four (4) days of a trimester without penalty. Requests for schedule changes must be made through the Student Services counselors.
3. A transfer student must attend Oskaloosa Senior High School one complete trimester before becoming eligible for a diploma from Oskaloosa High School.
4. Definition of withdrawal from a class: Any senior enrolled in six (6) full courses or more, or any other student enrolled in seven (7) full courses or more during a trimester may withdraw from a class with a "W" up to the eighth week of a trimester.

Students Who Have Not Met Graduation Requirements:

1. Students who have not earned the required credits for graduation will not be allowed to participate in commencement exercises with their class.
2. Students who are more than one trimester short of meeting graduation requirements forfeit their status as seniors and, therefore, may continue to attend classes when seniors are released early.
3. Students returning for one trimester to complete graduation requirements are to be in attendance for scheduled classes only.

Early Graduation Requirements: (Board Policy No. 505.6)

1. Students may graduate following the second trimester of their senior year if all graduation requirements have been met. Students in accelerated programming may petition the Board of Education to waive this requirement and graduate as soon as they have met graduation requirements.
2. Students intending to graduate early are asked to declare their intent to the Student Services Center by mid-term of their last trimester.
3. Early graduates will be ranked with their class at the time they complete their work, and will be eligible for academic honors at the conclusion of the year.
4. Early graduates cease to be eligible for participation in co-curricular activities at the end of their last trimester. Should a student attempt to extend eligibility by enrolling and dropping after an activity is concluded, courses dropped will be recorded with an F.
5. If a student is an early graduate of Oskaloosa High School, in order to attend prom, they must be the date of a current Oskaloosa Senior High School Junior or Senior.

Credits Acceptable From Alternative Sources:

Students may earn credits towards graduation through alternative sources as prescribed below:

- A. Correspondence – credits may be earned from a correspondence school, subject to approval of the principal.
- B. Indian Hills – seniors who have fallen behind in their time line for graduation may take approved high school equivalency courses. The principal shall have complete discretion to determine the academic credit to be awarded to the student. The equivalency of course content and contact time offered in our regular program must be verified. The student is responsible for paying the cost of the courses.
- C. Post-Secondary Enrollment Options Act (Chapter 261C, Iowa Code). Students may earn credits from accredited post-secondary institutions under Regulation 605.6.
- D. Fiber-Optics Options – options available from post-secondary institutions shall be subject to Chapter 261C provision. Options available from other high schools must not duplicate any local curriculum offerings and are subject to administrative approval.
- E. Total credits from items A & B correspondence and Indian Hills High School equivalency applicable to graduation requirements shall be six (6). Any student desiring to exceed that limit shall file an appeal to the Board of Education.

Senior High Students Entering School Other Than At The Beginning Of A Term:

- A. Students entering from another public or private institution:
 1. Student shall be scheduled into courses that are compatible with their previous schedule so full credit may be given.
 2. If Compatible courses cannot be arranged, administration may waive the minimum course load requirement.
 3. Students will be advised as to what course selections are necessary to complete Oskaloosa Senior High School graduation requirements.

- B. Students entering having not been currently enrolled in another school:
 - 1. Students entering within the first six (6) days of a term will be held responsible for all assignments required from the beginning of the term.
 - 2. Students enrolling after the first six (6) days may request consideration for Enrollment in the Webster Program through the OHS Student Assistance Team (SAT) under/or with Administrative Approval.

Withdrawal and Transfer:

Students who are either moving or dropping from school for other reasons are to use the following procedure:

- A. Obtain the appropriate forms from the Students Services office.
- B. Have the forms completed by the proper teachers.
- C. Return all schoolbooks and property.
- D. Pay all fees and bills.
- E. Return completed forms to Student Services for final clearance.

Visiting College Recruiters In Student Services Center:

Visits with college admissions counselors during school hours will be regulated by the following procedures:

- 1. Only seniors will be eligible for visits until third trimester.
- 2. Students must get a Field Trip pass from Student Services Center by 8:25 a.m. the day of the visit.
- 3. Students must show the pass to their teacher and bring it to Student Services Center.

Academic Recognition Opportunities:

Students are formally recognized for their academic efforts in the following ways: **Honor Roll** – Students who earn 3.0 Grade Point Average each trimester will be recognized in local and area media.

Attendance Awards:

Perfect Attendance – Students who have not missed any class periods, excluding school sponsored field trips, in four (4) years at O.H.S. and are on schedule for graduating.

Outstanding Attendance - Students who have missed fewer than eight (8) class periods, excluding school-sponsored field trips, in four (4) years at O.H.S. The student must also be on schedule for graduation.

Academic Recognition Ceremony:

The following groups or individuals are recognized by the Oskaloosa Senior High School:

1. Academic Letter winners – Those that achieve a 3.50 grade point average for three (3) consecutive trimesters. (The 3rd trimester of previous year and the first two (2) of the current year). First award is an academic letter and certificate
2. Academic Letter winners of Distinction – Those graduating seniors finishing in the top 10% of their class receive a medallion to wear during commencement.
3. National Honor Society – Selected by high school staff, using prescribed criteria from NHS. Awards pins come from the National Honor Society.
4. Outstanding Young Leaders – One or two seniors who have exhibited outstanding leadership, along with a favorite teacher selected by honoree. Students selected by high school staff. Plaques for students and teachers.
5. I CARE Award – Senior chosen by staff who demonstrates caring concern for others. \$100 Bond presented by Bates Funeral Chapel.
6. Bernie Saggau Award – A senior chosen by staff who demonstrates outstanding citizenship, sportsmanship, and contribution to team success.
7. American Bar Association Citizenship Award – Selected by high school staff, plaque presented by the American Bar Association.
8. Departmental Awards – Selected and presented by department representatives.
 - Special Education

Yearbook and Newspaper

OEA Scholarship

Teacher Representation

DeKalb Award

Agriculture Education

Science

9. Recognition of major scholarships awards – National Merit Scholars, local business scholarships and others.

Letter Grade	Percentage	Grade Point Average
A	94-100%	4.0
A-	90-93%	3.67
B+	87-89%	3.33
B	84-86%	3.0
B-	80-83%	2.67
C+	77-79%	2.33
C	74-76%	2.0
C-	70-73%	1.67
D+	67-69%	1.33
D	64-66%	1.0
D-	60-63%	0.67
F	59% and Below	0.00

The graduating classes of 2013 & 2014 will have the following grade scale
A = 4.0, B = 3.0, C = 2.0, D = 1.0

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

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

STUDENT ELECTIONS

Class Officers:

Each class selects a class president, vice president, and secretary/treasurer each year. Duties of the officers are as follows:

Seniors:

Responsible for selection of graduation announcements, commencement speaker, senior banquet and senior float for the homecoming parade. The officers are also to serve as liaison between the senior class and administration on appropriate concerns of the class or school in general.

Juniors:

Responsible for the junior class float for the homecoming parade. The president and vice president lead the senior class during the commencement exercises. The officers are also to serve as the liaison between the junior class and administration on appropriate concerns of the class or school in general.

Sophomores:

Officer is responsible for the sophomore class float for the homecoming parade and to serve as the liaison between the sophomore class and administration on appropriate concerns of the class or school in general.

Freshmen:

Officers are responsible for the freshmen class float for the homecoming parade and to serve as the liaison between the freshmen class and administration on appropriate concerns of the class or school in general.

Dates for Class Officer Elections:

Seniors, Juniors, Sophomores, Freshmen – Self nomination in the student services center will be held during the month of May of the previous year. Elections will be held the third week of May during 4th period.

STUDENT COUNCIL

Student council nominations and elections will take place during the month of May.

Class officers are included in Student Council, unless they decline.

Student Council officers will be elected the next Student Council meeting after the class officers' election.

Student Representative:

Two students are elected by the student body to sit on the Oskaloosa Community School Board of Directors. These students are selected from the senior class and must be members of the Student Council.

Self-nomination in the student services center the second week of September. Students will hold election the fourth week of September during 4th period.

TORNADO DRILL REGULATIONS

The alarm is a loud, interrupted sequence sound.

Tornado Watch:

Means weather conditions are favorable for the development of tornadoes

Tornado Warning:

Means a tornado has actually been sighted.

Tornadoes would rarely last more than a couple of minutes over a spot (such as a school) or more than 15-20 minutes in a ten-mile area. They are often preceded, accompanied by hail. The accompanying rain would, of course, last longer, but the total threat from a tornado warning should be over within 45 minutes

In case of a tornado drill, the warning will be given over the intercom. All students are to move quickly and quietly to the first floor main hall or to designated area. Locker rooms and hallways with concrete ceilings in the new gym are acceptable shelters.

Students are to move to designated area without talking so that they can hear any instructions, in case this is necessary. During a drill, students must be seated and cover their heads. Students will stay in the designated area until dismissed. (Refer to Board Policy Code No. 507.5).

FIRE DRILL REGULATIONS

The alarm is a loud continuous sound. At this time, all students should move promptly to the assigned exit and leave the building. (Refer to Board Policy Code No. 507.5)

Assignments of Exits for Fire Drill

FIRST FLOOR OLD SIDE:

S.W. Door (cafeteria) 101, 102, 103, 104, 105, 109, Nurse's Office, A.V. Room, cafeteria, Teachers Lounge.

NE Door (by Small Gym) 106, 107, 108, 109A, 110

Band Room Door 111, 112, 113, Boys Locker Room, Small Gym

ANNEX & INDUSTRIAL TECH AREA:

East Door 401, 402, 403, Wood Shop

Room 407 E Door 407

Ag. Exterior North Door 404, 405, 406 Welding

SECOND FLOOR:

Down Stairs to Cafeteria Exit: 201, 202, 203, 204, 209, 210, 211, 213

Down Stairs NE Exit (Small Gym): 205, 205A, 206, 207

GYM AREAS

South Foyer Exit: 114, Small Gym

Large Gym: Nearest Exits

Weight Room: Nearest Exits

NEW ADDITION:

West Maintenance Door: 301, 302, 303, 304, 305, 306

Main Entry Door 321: 322, 323, 324, 325, Guidance Office, Student Lounge, Main Office, Media Center

NE Door: 312, 313, 314, 315, 316, 317, 318, 319, 320

SE Door: 307, 308, 309, 310, 311

Exit: All persons shall move quickly to the assigned exit.

In any event an assigned exit becomes unusable, a teacher should decide on the best alternate route.

The first person through the door should hold open the door until everyone has cleared the exit.

Upon leaving, everyone must move away from the building to the teacher designated meeting area.

Return: The office will announce when it is safe to return to the building.

**Oskaloosa Community School
Oskaloosa, Iowa**

To: Parents and Citizens of Oskaloosa Community School District
From: Oskaloosa Community School District
Subject: Non-Discrimination

The Oskaloosa Community School District encourages Parents and Citizens to be aware of the schools Non-Discrimination Policies and Grievance procedures listed below.

Policy Title: Non-Discrimination Code No. 603.6

It is the policy of the Oskaloosa Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Andy Hotek, Oskaloosa Middle School Principal, 1704 North 3rd Street, Oskaloosa, IA 52577, 641-673-8308, hoteka@oskycsd.org

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

It is also the policy of this district to provide an equal opportunity to receive an appropriate education at the public expense. This includes the handicapped and disabled, whether the disabilities result from mental, emotional, physical, visual, learning, auditory, communication or chronic disruptive factors regardless of severity.

Inquiries regarding compliance with Title IX and Title VI may be directed through the Administrative Staff as indicated by the Non-Discrimination Grievance Procedure found in regulations 502.1a and 603.6 below.

Administrative Regulation

Non-Discrimination Grievance Procedure Code 502.2a & 603.6

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

Step One – The aggrieved shall first discuss the grievance with the principal or immediate supervisor with the objective of resolving the matter informally. If the grievance involves more than one building, it may be filed with the Superintendent or his designee. If the grievance still exists after the informal conversation, the aggrieved shall file within ten (10) days with the Advisory Committee a claim on the form provided.

Step Two – The advisory committee shall indicate its deposition in writing within twenty (20) school days. If the aggrieved party is not satisfied with the deposition of the grievance or no reply is received within twenty (20) school days, the grievance shall be filed with the Board of Directors.

Step Three – The Board of Directors shall meet with the aggrieved party within ten (10) school days of receipt of the grievance. Within ten (10) school days of the grievance the Board of Directors shall indicate its deposition.

Step Four - If not satisfied, the grievance may be presented to the director of the Region VII Office of Civil Rights, Department of Health, Education and Welfare, Kansas City, Missouri.

HEALTH POLICIES

- **Health Assessment:**

A yearly health assessment section, included on the Student Health Information form, shall be filled out for each student by his/her parent or guardian. This will be done at registration each year. The information will be used to update the student health record.

- **Screenings:**

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

- **Health Counseling:**

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

- **Medication in the Schools:**

Students who must take medication at school for a chronic or acute illness will be accommodated. The medication must be in the original container and provided by the parent or guardian. Prescription medications will require a doctor signature, and must be kept in the nurse's office. Over the counter medications such as Tylenol may be kept and self-administered by the student, or provided by the parent and kept in the nurse's office. Asthma inhalers may be kept by the student and self-administered or may be kept in the nurse's office. The parent or guardian must sign the form "Authorization for Administration Medication."

- **Communicable Disease in the School:**

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

- **Responsibilities to Students with Individual and/or Chronic Health Problems:**

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

- **Record Keeping:**

A health record will be kept for each student. Documentation of screenings, accidents, immunizations and medications given at school will be kept on file. (Refer to Board Policy Code No. 507.1)

Student Parent/Guardian

Preparedness and Prevention Strategies:

- Promote and reinforce healthy hygiene habits (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
 1. Not attending school if students are ill. Students should stay home with a fever of 100 degrees or higher, frequent cough, diarrhea or vomiting, or a generalized body rash of unknown origin.
 2. Encouraging frequent hand washing using an antibacterial soap especially after using the restroom and before and after mealtimes. Students should remember to rub hands together after creating lather for 10-15 seconds for best results.
 3. Not sharing drinking glasses or eating utensils.
 4. Using and properly disposing of soiled tissues in garbage.
 5. Covering mouth with all coughs and sneezes.
 6. Encouraging eating a well-balanced diet and getting plenty of rest during time of illness.
 7. Contacting your primary health care provider if you have any questions.
 8. Disinfecting commonly shared surfaces.
 9. Students-Contacting your school nurse if you are feeling ill while at school.
 10. Parents – Being prepared to pick up your child from school as soon as possible if notified by school personnel your child is ill.
- Strongly encourage voluntary participation in annual influenza or flu shot clinics as offered through Health Services or through your personal health care provider or physician.

- Be familiar with the valuable role you have in promoting healthy behaviors and following any recommendations regarding the execution of this Pandemic Influenza Response Plan.

Response to Pandemic or Period of High incidence illnesses:

- Initiate the above listed prevention strategies if not already being utilized,
- Communications will be forwarded to you as appropriate via school newsletters, web site postings, posters, video segments per close circuit television, or printed materials (Appendix III).
- Health communications will be distributed through the schools under the direction of Public Health Department Health Service or Administration.

Encourage distancing individuals to reduce the spread of pathogens using the following strategies:

- Discourage participation in large group activities/events.
- Isolate ill family members as appropriate to minimize further spread of infection.
- Classes or activities that typically place individuals in close proximity may need to be cancelled.
- Be aware that administration may take measures to decrease close student contact such as staggering lunchtimes or shortening time in the cafeteria, to minimize the number of students in the cafeteria at one time. This may require schedule changes and flexibility to accommodate this component of the pandemic response plan.
- Promote frequent air exchanges in the home by opening the windows if available and as weather and outdoor temperatures warrant.

Schools will continue to promote continuity of educational process. In the event of school closure, alternative educational strategies will be announced.

In the event that schools would be closed by order of the public health department, students and school staff will be directed to return home and stay home during the school closure. Closing school will be a consideration and is only effective for disease containment if individuals eliminate contact with others by staying home.

Parent and Student Notification Regarding Student Record Maintenance

The Oskaloosa Community School District collects and maintains record on each student in order to facilitate the instruction, guidance and educational progress of each student. The records contain information about the student and his/her education and may include, but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school building, which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for each school building is listed below:

Senior High – Stacy Bandy, Principal

Middle School – Andy Hotek, Principal

Elementary School – Mike Dursky, Principal

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials and teachers with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating Federal education programs.
- D. In connection with a student's educational financial aid applications.
- E. Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- F. Organizations that process and evaluate standardized tests.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. In connection with an emergency.

Students records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary to junior high school and from junior high school to senior high school and when a student transfers out of the district. Those records not of permanent importance are destroyed within three (3) years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the students, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the aforementioned persons responsible for maintaining student records in each building.

The principal or person in charge of each attendance center may release the following types of information to the public as he/she sees fit, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous school or institution attended by the student and other similar information.

Any parent objecting to the public release of such information must file a written objection with the aforementioned person responsible for maintaining student records in each building and that information objected to shall not be publicly released. (Refer to Board Policy Code No. 506.1)

Students and parents may file with the Department of Health, Education and Welfare complaints concerning failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington D.C. 20201.

NOTICE

Oskaloosa Community School does not discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment practices or as otherwise prohibited by statute or regulation. If you wish more information about this policy, please contact Andrew Hotek, Equity Coordinator, Middle School Principal, 1704 N 3rd Street, Oskaloosa, Iowa 52577.

STUDENT PERSONNEL

Series 500

Policy Title:

Student Complaints and Grievances Code No. 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 a licensed employee cannot resolve the complaint, the student may discuss the matter with the principal within 5 days of the employee's decision. If the principal cannot resolve the matter, the student may discuss it with the superintendent within 5 days after speaking with the principal.

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

Date of Adoption:

March 25, 2003

Date of Review: _____

Date of Revision: _____

Legal Reference: (Code of Iowa) 279.8 (2001)

Related Administrative Rules and Regulations:

214.1 Board Meeting Agenda: 215 Public participation in Board Meetings: 309 Communication Channels; 502 Student Rights and Responsibilities; 504.3 Student Publications

Co-Curricular Activities Participation

Preseason Responsibilities

A. Physical examinations

Article VI By-Laws of I.H.S.A.A. – Every year each student shall present to the athletic office a certificate signed by a licensed physician, to the effect that the student has been examined and may safely engage in athletic competition.

1. All athletes must have a signed physical on file in the Activity Director's office **BEFORE** the can **PRACTICE** or **PARTICIPATE** in any sport.
2. Physical forms are available in the Activity Office.

B. Insurance

Oskaloosa School policy encourages that all athletes have insurance coverage. The athlete must have a form on file in the Activity Director's office, signed by the athlete's parents or guardian, indicating their insurance status.

C. Health/Injury cards, obtained from the activity office, are required of all students participating in all co-curricular activities.

I.H.S.S.A. Eligibility Rules

The Iowa High School Athletic Association, along with the Girls' Union, State Music and State Speech has developed guidelines to follow to determine eligibility of students to compete in state sponsored events.

Participants are NOT eligible if:

1. They (athletes) do not have a physician's certificate of fitness issued this school year.
2. They have attended high school for more than twelve (12) trimesters. (Twenty days of attendance or participating in one contest constitute a trimester.
3. They do not fulfill the following requirement:
A student must pass all classes including physical education class, at the end of the trimester to be allowed to participate the following trimester.

Scholarship Rules

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four (4) subjects, each of one period or "hour" or the equivalent there of, at all times. To qualify under this rule, a "subject" must meet the requirements of 28 I-Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited non-public school grants academic credit toward high school graduation shall be used in determining

eligibility, No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

- (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
 - (2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress or compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days, the student may be reinstated if passing all classes. A student wanting to be reinstated will need to fill out an academic eligibility form located in the Activities Office.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the school officials, towards the goals and objectives on the student's individualized education program.
 - e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight (8) consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth (12) grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
 - f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
 - g. A student is academically eligible the first trimester of his/her 9th grade year.
 - h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA) or National Association or Intercollegiate Athletics (NAIA), or other collegiate organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participation in a one-time try-out with or against members of a college team with permission from the member school's administration and the respective collegiate institution's

athletic administration. (This is NOT a substantive change; it clarifies the “college squad” rule.)

- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
 - j. The local superintendent of schools, with the approval of the local Board of Education may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
 - k. Remediation of a failing grade by way of summer school or other means shall not affect the students ineligibility. All failing grades shall be reported to any school to which the student transfers.
4. They were out of school last trimester or entered school this trimester later than the tenth day of school.
5. They have changed school this trimester except upon change of residence of their parents.
6. They have ever accepted an award for their high school participation from an outside group other than in inexpensive, unframed, un-mounted paper certificate of recognition or if they have ever received any money for expenses or otherwise for their participation in an athletic contest.
7. They have competed on an outside school team as a team member or as an individual team while out for a sport and during that sport season without the previous written contest of the school superintendent or designee.
8. Starting dates for ineligible periods will begin with the first dates on which competition is allowed according to IHSAA and IGHSAAU. If the sport is currently in progress, the student shall sit out for 30 consecutive days.
9. Their habits and conduct both in and out of school are such as to make them unworthy to represent the ideals, principles, and standards of their school.
10. The period of eligibility for non-athletic participants will begin with the first school day following the day grades are issued by the school district. The participant will miss a minimum of one event. A student involved in Student Council or FFA will be ineligible to participate in meetings or committees for 30 days. If passing after 30 days, they will be re-instated to the Council or FFA. An ineligible music student (one receiving an “F”) will be unable to participate in any competitive event. This will include, but not be limited to marching band, contests/festivals, district, state, large group festivals, all state auditions, and any other competitions.

STUDENT PERSONNEL
REVISED (August 13, 2013)
Series 500

Administrative Regulation Title:
Co-Curricular Activity Grades 9-12 Good Conduct
Code No. 503.4

I. STATEMENT OF PHILOSOPHY

- A.** Encouragement to participate – The Board of Directors of the Oskaloosa Community School District encourages students to participate in the program of co-curricular activities that are offered recognizing that such activities are of significant educational benefit. These educational benefits are as follows:
1. Training for possible careers
 2. To develop positive decision-making practices, as well as maintaining good citizenship, self-discipline, and cooperation.
 3. The development of personal habits aimed at a lifetime of success.
 4. To instill pride in representation of the school and community, and the importance of the commitment made by the student.
 5. To provide the opportunity to participate in a substance free environment.
- B.** Participation is a Privilege – By legal interpretation, participation in co-curricular activities are a privilege extended to students by the citizens and taxpayers of the district. Therefore those participating are held to a high standard.
- C.** Participation Carries Responsibilities – This privilege carries with it a corresponding responsibility to represent the school and community in an appropriate manner. The directors recognize that participants in co-curricular activities are looked up to and emulated by the community as a whole. Therefore, a Good Conduct Code is established to set forth behavioral expectations of those students involved in co-curricular activities.
- D.** Who can report violations – The official reporters of possible violations shall be: school employees, law enforcement or parents of those involved.

II. COVERAGES

- A.** The Good Conduct Code will apply to the following:
1. All students grades 9-12 who participate in one or more co-curricular activities shall be subject to the Good Conduct Expectations.
 2. Co-Curricular activities covered shall include:
 - All athletics
 - Bowling
 - Cheerleading
 - Dance/Drill
 - Orchestra
 - Chorus

- Drama
- Storybook Players

- F.F.A.
- Yearbook
- Homecoming Court
- Marching Band
- Color Guard
- Band Competitions
- Winter Guard
- Jazz Band
- Prom Court
- Pheasants Forever
- Trap Shooting
- Robotic Club
- Student Council
- In accordance with Student Council by-laws, a student with a code violation will be dropped from student council. Therefore, it will not be counted as an activity that fulfills a code violation.
- And all other similar co-curricular activities that might be added to the program that represent the school/community in competition or public performance. (excluding scrimmages, inter-squad functions, or events added to the schedule following a violation).

3. Students are responsible for Good Conduct expectations year round starting with the completion of their 8th grade year. Violations will accumulate over their high school eligibility.

B. Conduct Prohibited by the Good Conduct Code

1. A student shall not use, possess, sell or otherwise distribute beer, alcohol or controlled substance of any kind; nor shall the student violate any state or local law involving said substances. Possession of beer, alcohol or controlled substances is considered to exist if a student:
 - a. Is aware of the presence of alcohol or controlled substance, and
 - b. Is in the proximity or has access to the alcohol or controlled substance, and
 - c. Fails to remove oneself from the premises promptly.
2. A student shall not use, possess sell or otherwise distribute tobacco or tobacco like products of any kind, including e-cigarettes, vapo-pens .
3. A student shall not be in violation of statutory law that is a chargeable offense of (i.e. assault, criminal mischief, theft, felonies, etc.). Theft or vandalism (of any degree) on school premises, at a school activity or on school sponsored transportation may constitute a violation.
4. A student shall not use steroids except as prescribed and verified by a physician.

C. Coaches/Directors may establish rules and regulations for their activities pertaining to expectations not covered by the Good Conduct Code. Such expectations might include practice policies, attendance, general behavior or dress, curfews, etc. These

rules/regulations must be submitted to and approved by the building principal or athletic director prior to the beginning of an activity.

III. CONSEQUENCES OF VIOLATION

- A. First violation – a student shall be suspended from 25% of the school scheduled contests/performance dates, to be served consecutively, including tournaments or state sponsored activities. A minimum of one contest/performance date must be served.
 - 1. Students in violation of The Good Conduct Code will lose open campus privileges for one trimester.
 - 2. **Honesty Provision**
The honesty provision clause will apply only if the individual initiates the contact to report that he/she was in violation of the code before approached by a school employee. The honesty clause reduces the penalty for the first violation by 50%.
- B. Second violation – Double the consequences of first violation as set forth in section III, A,
 - 1. The honesty provision does not apply. Also required is a structured education/rehabilitation program approved by the administration. The student will cover any cost involved. The rehabilitation program must be completed prior to reinstatement to activity.
- C. Third violation – ineligible in all activities for one year. The honesty provision does not apply.
- D. Fourth violation – Permanent loss of eligibility.
- E. **Felony/Steroid Use**
A student determined to have committed a felony shall be ineligible for one calendar year. A student found to be using steroids without medical supervision should be ineligible for one calendar year.
- F. Any student found to be in violation of the good conduct code may attend the public performance at the coaches discretion for which they were suspended, but not as a representative of the school and **may not** be dressed in school uniform.

IV. ADMINISTRATION

- A. The administration of this policy will be by the team coach, Activities Director and Assistant Principal with the rights of appeal to the Principal, Superintendent and the Board of Directors.
- B. If administration receives word of a possible violation, that student will be called in and advised of the allegations.
- C. Parents will be notified and will have an opportunity to schedule a meeting with the Activities Director or Assistant Principal.
- D. If a student proclaims innocence and administration has evidence otherwise, the full consequences shall be enforced.
- E. A student may seek help from school officials with alcohol/drug/tobacco problems unrelated to a reported incident, which involves a code violation. School officials shall notify parents and seek appropriate help for the student without penalty.

- F. If a student is currently active, the consequence shall apply to all activities in which he/she is currently active. If not active, the consequences shall apply to the first activity(s) in which he/she is active thereafter.
- G. If a student chooses to partake in an activity following a violation of the Good Conduct Code, said activity must be completed, in good standing, in order for any penalty fulfilled. If this is not the case, the penalty will be administered in the next activity in which the student involved.
- H. When an individual is unable to complete the suspension in an activity he/she is currently involved in the remainder of the suspension shall be served by the following methods:
 - a. If the length of suspension in the activity currently involved in is greater than the next activity in which the individual chooses to participate, the percentage of un-served suspension shall apply to the next activity.
 - b. If the length of the suspension in the activity currently involved in is less than the next activity in which the individual chooses to participate, the number of contests un-served shall apply to the next activity.
- I. If a student drops from an activity the consequences will be tabled until the next activity in which the student participates.
- J. Students who are declared ineligible are required to continue practice/rehearsal and remain a member in good standing in their activity.

V. NOTIFICATION

- A. Students and parents/guardians, prior to participation in activities each year, must sign a statement indicating they understand the rules and discipline measures outlined in the Code of Conduct Policy.
- B. Record of this shall be on file in the Activities Office, as well as record of violations.
- C. It shall be the responsibility of each coach/director to check rosters against the file to make sure all participants have signed a statement indicating they have received the code. It shall also be their responsibility to review behavior expectations of the code at the start of each season.
- D. The code is available online in the student handbook and printed copies of the code is available from Activities Directors office on request.

VI. GRIEVANCE PROCEDURE

- A. If a student or parents feel that due process has not been provided, or administrative judgment is in error, they may request an informal hearing with the Superintendent. This request shall be made in writing within three days of the judgment by administration. The Superintendent shall hear both parties before rendering a decision.
- B. If a student or parents are not satisfied with the Superintendent's decision they may request a hearing before the Board of Education. The request must be made in writing within three days of the Superintendent's decision.

- C. If a student or parents are not satisfied with the Board of Education's decision they may appeal to the Department of Education. Notification of intent to appeal shall be made to the Board in writing within three days. Thereafter, Department of Education time lines shall apply.

VII. ACADEMIC EXPECTATIONS

1. A student must pass all full credit classes plus PE, at the end of the trimester, to be allowed to participate the following trimester. A student who fails to pass all full credit classes plus PE (5 classes for seniors, 6 classes for all other students) shall be ineligible with the possibility of reinstatement of participation after 30 days if the student is passing all full credit classes, plus PE at that time.
2. A student must be in attendance to all assigned classes (including study hall) to be eligible for performance, competition, participation, practice, or rehearsal, unless the student has written clearance to participate by a doctor, dentist, chiropractor, or clearance by a school administration.
3. Students who are suspended out-of school are ineligible until the suspension is completed.

EDUCATIONAL PROGRAM Series 600

Computer and Internet Resources

Policy Title: Acceptable Use

Code No. 605.6

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

Oskaloosa Community School District Computer Loan Agreement

Parents Responsibilities and Terms your child has been loaned a laptop to improve and personalize his/her education this year. It is essential that the Oskaloosa Community Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's computer. In order for your child to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- Will read the Acceptable Use Policy and discuss it with my child.
- Will supervise my child's use of the Mac Book at home.
- Will instruct by child to keep the Mac Book in a secure location when not in use in class.
- Will make sure my child brings the Mac Book to school.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- Will not attempt to repair the Mac Book, or have the laptop repaired through a private service.
- Will report any problems or damage to the Mac Book to the Technology Help Desk.
- Will not change or attempt to change the configuration of software or hardware.

- Will not download or attempt to install any programs or files from the Internet or other sources.
- Will not remove any program or files on the Mac Book except personal documents of my child.
- I agree to make sure the Mac Book is returned to the school when requested and upon my son's/daughter's withdrawal from Oskaloosa Community Schools.

Student Responsibilities and Terms Your laptop should be used for EDUCATIONAL PURPOSES ONLY. In order to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- Will read the Acceptable Use Policy and discuss it with my parent/guardian
- Will adhere to the terms of the Acceptable Use Policy each time the laptop is used, at home or at school.
- Will recharge the laptop nightly and begin the school day with a fully charged battery
- Will bring the laptop in its assigned protective case at all times when not being used.
- Will leave the laptop in the protective case when on the bus or other school transportation.
- Will make the laptop available for inspection by an administrator or other staff member upon request.
- Will use appropriate language in all communications.
- Will abide by copyright laws.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will not give out personal information, such as name, address, photo, or other identifying information online, including username and password.
- Will report loss/theft of the laptop to parents, school and proper authorities (police) within 24 hours.
- Will not use the laptop to record (audio/visual) others without their permission.
- Will not download or attempt to install any programs or files from the Internet or other sources.
- Will not change or attempt to change the configuration of, install, or remove software or hardware.
- Will report all problems and damage immediately to the Technology Help Desk.
- Will not remove or attempt to remove identification tags on the laptop and power supply or deface with stickers, markings pens, etc.
- Will regularly back up files to CD-R, flash drive or to the "cloud."

These responsibilities and terms are in addition to the Acceptable Use Policy and may not be limited to the examples listed above. Any behavior deemed as inappropriate use may be handled under administrative judgment.

Failure to abide by the above guidelines may result in the student losing the privilege of using the laptop.

Oskaloosa Community School District Computer Loan Agreement

One laptop, charger and bag are being lent to the student and are in good working order. It is the student's responsibility to care for the equipment and insure that it is retained in a safe environment.

This equipment is, and at all time remains, the property of Oskaloosa Community School District, and is herewith lent to the Student for educational purposes only for the academic year.

Computer Fees

You must agree to the damage and loss policy in order for your child to be issued a laptop.

There will be an annual computer fee of \$30 per student or \$50 per family. Partial school years are not refundable. The fee can be waived for those families eligible for the free and reduced lunch program. In that case, those qualifying at the reduced level will pay \$10.50 per student or \$17.50 per family. This fee is subject to change on a yearly basis. This fee goes towards covering damages to the laptops not covered under warranty.

Damages that are not covered under warranty will be charged to the student.

- First Damage – up to \$100
- Second Damage – up to \$200
- Third Damage – full cost of repair

If the laptop is lost or stolen, the student and parent are responsible for the full replacement cost.

Name of Student _____ Grade _____

Address _____

City _____ Zip _____

Home Phone _____ Other Phone _____

_____ Yes, I would like my student to participate in the laptop program

_____ Please have a district representative contact me regarding payment options for the laptop fee,

_____ No, I decline to have my student participate in the laptop program at this time. In this case your child will still have some access to technology while in the building.

Parent/Guardian Signature _____

Date _____

PARENT PORTAL

Please complete and return to the Oskaloosa Community Schools Central Office, 1800 North 3rd Street, Oskaloosa, Iowa 52577. (In George Daily Auditorium)

Oskaloosa Community School District (OCS D) has launched the Parent Portal as a means to further promote educational excellence and to enhance communication with parents. The portal allows parents to view their own child's unofficial school records anywhere; at any time an Internet connection is available. In response for the privilege of accessing the OCS D Parent Portal, every parent is expected to act in a responsible, ethical and legal manner. Portal is available to every parent or guardian of a student enrolled in the Oskaloosa Community School District. Parents are required to adhere to the following guidelines:

1. Parents/guardians will receive login information and instruction sheet after you turn in your signed Acceptable Use form and provide a valid driver's license or state ID.
2. Parents will create accounts by logging in with their GUID login information.
3. Parents will not share this password with anyone and should not set their browsers to auto login to the Parent Portal or save your password.
4. In the event that a password is disabled or forgotten and needs to be changed, the parent must come in person with ID to the Central Office at 1800 North 3rd Street, in George Daily Auditorium. Three unsuccessful login attempts will disable the account.
5. Parents will not attempt to harm or destroy data of their own children, of another user, school, or district network.
6. Parents will not access data or any account owned by another parent.
7. Parents who identify a security problem with the Parent Portal must notify Lisa Brown, 641-673-8345 immediately, without demonstrating the problem with anyone else.
8. Individuals who are identified as a security risk to the Parent Portal will be denied access.
9. All data that is accessible on the Parent Portal is unofficial.

Any questions about the Parent Portal can be directed to: parentportal@oskaloosa.k12.ia.us.

RELATED BOARD POLICIES:

411.15 Harassment

502.1 Maintenance of Orderly Conduct

503.3 Student Publications

504.11 Identifying and Reporting Child Abuse

Oskaloosa Senior High School
Policy and Regulation Handbook 18-19

504.12 Child Abuse by Employees
504.15 Student-to-Student Harassment
602.1 Elementary Curriculum
602.2 Jr. High Curriculum
602.3 Sr. High Curriculum
602.5 Career Education
602.6 Technology and Instructional Materials
602.7 Global Education

603.5 Media Centers
603.6 Guidance and Counseling
603.7 Citizenship
603.11 Student Activity Program
604.1 Curriculum Development
604.3 Selection, Inspection and Objection of Learning Materials.
604.4 Curriculum Evaluation
604.5 Outside Resource People
604.6 Teaching Controversial Issues
604.10 Reproduction of Copyrighted Materials
605.1 Progress Reports of Students
606.1 Permanent Records
606.2 Identification, Maintenance, and Dissemination of Student, Personnel, Record Data

Student Name _____ Grade _____ Building _____

PARENT/GUARDIAN PERMISSION

I have read and understand the information provided about appropriate use of the computer/data network at the Oskaloosa Community School District, and I give my child permission to access the network as outlined in the policy. I also understand that my child's work (writings, drawings, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web Server. I understand that this form will be kept on file at the school.

Parent name (Print)

Date

Parent signature

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

- I have read the Acceptable Use policy and agree to abide by these provisions.
- I understand that violation of these provisions may constitute suspension or revocation of Internet and/r computer privileges.
- I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

Student name (print)

Date

Student signature

For Office Use Only: Date Received: _____

OSKALOOSA SCHOOL DISTRICT EMPLOYEE AUP

I have read and understand the information provided about appropriate use of the computer/data network at the Oskaloosa Community School District. I agree to abide by these provisions and I understand that violations will have disciplinary actions and may lead to dismissal.

- I agree to be responsible for payment of costs incurred by accessing Internet services that have a cost involved.
- I understand that this form will be kept on file at the school.

Employee name (print)

Employee signature

Date _____

For Office Use Only: Date Received: _____

STUDENT PERSONNEL

Series 500

Policy Title:

Homeless Children and Youth

Code No. **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 an elementary guidance counselor.

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

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

School Records:

For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements:

Homeless students will not be denied enrollment for lack of immunization records if:

1. They have a statement signed by a physician stating that immunization would be injurious to the student;
2. They provide an affidavit stating such immunization would conflict with their religious beliefs;
3. They are in process of being immunized; or
4. They are a transfer student from another school.

The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the students to receive immunizations.

Waiver of Fees and Charges:

Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived in the discretion of the Superintendent.

Enrollment Requirements/Placement:

Enrollment requirement, which may constitute a barrier to the education of the homeless child or youth, may be waived at the discretion of the Superintendent. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency:

For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the

school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation:

The Superintendent may waive policies or practices regarding transportation of students, which might cause a barrier to the attendance of a homeless child or youth.

Special Services:

All services, which are available to resident students, are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

The contents of this policy will supersede of this policy any and all conflicting provisions in Board Policies dealing with the seven policy areas discussed above.

Date of Adoption:

October 9, 2001

Legal Reference:

(Code of Iowa)

42 U.S.C. 11431 et seq. (1994) 281 I.A.C. 33

Date of Review: March 2003

Date of Revision: March 25 2003

Related Administrative Rules and Regulations: 501 Student Attendance, 503.3 Fines – Fees – Charges, 506 Students Records, 507.1 Student Health Immunization Certificates, 603.3 Special Education, 711.1 Student School Transportation Eligibility.

18-19 Oskaloosa District Fees	
Elementary (Kindergarten thru 5 th Grade)	
Book/Electronic Book/Hardware/Software Fee	\$45.00
Activity Ticket (Optional)	\$25.00
Middle School (6 th Grade thru 8 th Grade)	
Book/Electronic Book/Hardware/Software Fee	\$75.00
Activity Ticket (Optional)	\$45.00
Senior High School (9 th Grade thru 12 th Grade)	
Book/Electronic Book/Hardware/Software Fee	\$75.00
Activity Ticket (Optional)	\$45.00
Optional Family Activity Pass	
Includes Parents and Children KG-12 th living in the same house	\$200.00
2018 - 19 Breakfast, Lunch, and Milk Fees	
Elementary & Middle School	
Breakfast – Per Meal	\$1.90
Lunch Ticket – Per Meal	\$2.70
Adult Breakfast – Per Meal	\$2.15
Adult Lunch Ticket – Per Meal	\$3.95
Additional Milk	\$.50
Senior High School	
Breakfast – Per Meal	\$1.90
Lunch Ticket – Per Meal	\$2.95
Adult Breakfast – Per Meal	\$2.15
Adult Lunch Ticket – Per Meal	\$3.95
Additional Milk	\$.50