

SOUTH O'BRIEN WOLVERINES

JUNIOR HIGH STUDENT and PARENT HANDBOOK 2017-18

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NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

Welcome to South O'Brien Junior High School

The purpose of this handbook is to inform junior high parents and students of school rules and regulations. Your child's school progress will be greatly affected by how well we work together. Students who realize their parents are working closely with teachers usually work harder, feel more confident, and do well in their school work.

SCHOOL DISTRICT MISSION STATEMENT

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

SOUTH O'BRIEN K-12 LEARNER OUTCOMES

Graduates of South O'Brien School will:

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

EQUAL EDUCATIONAL OPPORTUNITY (Policy 102)

The school district does not discriminate in its education programs or educational activities on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status (SES). Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Mr. Dan Moore, Superintendent and can be reached at 712-949-2115. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, 816-891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, 515-281-5294.

MULTI-CULTURAL NON-SEXIST STATEMENT

Every year, we need to inform the public that the South O'Brien School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual

orientation, gender identity, socioeconomic status (SES) in our educational programs, activities or employment practices. It is also our policy to present our curriculum in a way that reflects the cultural and racial diversity present in the United States. We need to present careers and roles in America as open to anyone, regardless of race or gender. We make every effort to ensure that our females are performing as well as our males in math and science, as well as our males performing as well as females in the language arts. If you have questions regarding these issues, contact Multi-Cultural Non-Sexist Coordinator Dan Moore at 712-949-2115.

JURISDICTIONAL STATEMENT—BOARD APPROVAL

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

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

Students are expected to comply with and abide by the school district's policies, rules and regulations and any conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere may result in disciplinary action. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. **Students are expected to know the contents of the handbook and comply with it.**

Students or parents with questions or concerns may contact the South O'Brien Community School principal's office for information about the current enforcement of the policies, rules or regulations of the school district.

DEFINITIONS

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

ALPHABETICAL INDEX ON PAGE 38

Table of Contents

STUDENT ATTENDANCE (Policy 501.9)..... 8
TARDINESS..... 9
STUDENT BEHAVIOR POLICY 9
DETENTION POLICY 10
MAKE-UP SLIP PROCEDURE 10
DAILY PLANNER/PASS BOOK..... 10
LEAVING THE CLASSROOM..... 10
LEAVING THE BUILDING (Policy 501.11)..... 10
ACADEMIC PROGRESS WEEKLY REPORTS 11
CONFERENCES 11
MARKING SYSTEM AND REPORT CARDS 11
INCOMPLETE GRADES 11
HONOR ROLL AND ACADEMIC HONORS 11
ACADEMIC INTEGRITY 12

STUDENT ACTIVITIES	12
ASSEMBLIES	12
FIELD TRIPS	12
SCHOOL-SPONSORED STUDENT ORGANIZATIONS	13
STUDENT FUND RAISING	13
USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS.....	13
DANCES.....	13
STUDENT COUNCIL.....	13
JUNIOR HIGH EXTRACURRICULAR ACTIVITIES (Policy 504.7).....	14
GOOD CONDUCT POLICY (503.4R1).....	14
STATEMENT OF PHILOSOPHY:.....	14
CONTROLLED SUBSTANCES, ALCOHOLIC BEVERAGES, TOBACCO, UNLAWFUL ACT:	14
DROPPING EXTRACURRICULAR ACTIVITIES ...	15
EXTRACURRICULAR SHUTTLE BUS	15
MEETINGS, PARTIES, AND ACTIVITIES	15
FREEDOM OF EXPRESSION	15
DUAL ENROLLMENT STUDENTS	16
POSTING OF INFORMATION.....	16
DUE PROCESS	16
COMPUTER USE POLICY (605.6)	16
EMERGENCY INFORMATION (Policy 506.1).....	18
COURT ORDERS (Policy 507.7)	18
CUSTODY AND PARENTAL RIGHTS (Code 506.1 & 507.7)	18
LEVEL I INVESTIGATORS (Policy 402.3)	18

INTERROGATION BY OUTSIDE AGENCY (Policy 502.9)	19
STUDENT PHOTOGRAPHS	19
EDUCATIONAL RECORDS—RIGHT TO EXAMINE RECORDS (Policy 506.1)	19
CITIZENSHIP	20
OPEN ENROLLMENT	21
PROCEDURES FOR STUDENTS TRANSFERRING TO SOUTH O'BRIEN SCHOOL.....	21
PROCEDURES for STUDENTS TRANSFERRING to ANOTHER SCHOOL/SCHOOL DISTRICT	21
STUDENT LOCKERS	22
SEARCH AND SEIZURE (Policy 502.8).....	22
JEWELRY IN PHYSICAL EDUCATION	22
STUDENT APPEARANCE	22
PUBLIC DISPLAY OF AFFECTION	23
CARE OF SCHOOL PROPERTY/VANDALISM (502.2).....	23
FOOD AND POP DURING SCHOOL HOURS	24
INSUBORDINATION	24
FIGHTING.....	24
BOOK FEES	24
TELEPHONE USE DURING THE SCHOOL DAY ...	24
LEGAL STATUS OF STUDENT	25
ELECTRONIC DEVICES (Policy 509.1).....	25
USE OF MOTOR VEHICLES (502.10)	25
BUSES AND OTHER SCHOOL DISTRICT VEHICLES (Policy 711.2)	26
ACTIVITY BUS (Policy 711.3).....	27

EMERGENCY DRILLS (Policy 507.5 and 804.2)	27
FIRE DRILL INSTRUCTIONS	27
TORNADO SAFETY PLAN	28
INCLEMENT WEATHER.....	28
EMERGENCY CLOSING OR INCLEMENT WEATHER.....	28
STUDENT HEALTH, WELL-BEING and SAFETY ..	28
SCHOOL DAY.....	29
PUBLICATIONS.....	29
HUMAN GROWTH AND DEVELOPMENT.....	29
ILLEGAL SUBSTANCES FOUND IN SCHOOL OR IN STUDENT POSSESSION.....	30
WEAPONS (Policy 502.6)	30
SEXUAL ABUSE AND HARASSMENT OF STUDENT BY EMPLOYEES	30
HARASSMENT (Policy 403.5 and 502.1).....	31
PROCEDURES FOR REPORTING HARASSMENT	31
ANTI-BULLYING/HARASSMENT	32
STUDENT SUSPENSION	33
STUDENT EXPULSION	34
STUDENT HEALTH AND IMMUNIZATION CERTIFICATES (507.1)	37
PHYSICAL EXAMINATIONS	38
WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL:	38
ADMINISTRATION OF MEDICATION (507.2).....	39
ALTERNATIVE MEDICATION PROCEDURES:	40
STUDENT ILLNESS OR INJURY AT SCHOOL (507.4).....	40

STUDENT INSURANCE (507.6).....	41
COMMUNICABLE DISEASES – STUDENTS (507.3)	41
HEALTH SCREENING	41
ASBESTOS (Policy 804.4).....	42
GUIDANCE PROGRAM.....	42
LIBRARY SERVICES	42
INSPECTION OF EDUCATIONAL MATERIALS ...	42
THROWING SNOWBALLS	43
VALUABLES/SAFEGUARDING MONEY IN SCHOOL.....	43
SCHOOL LUNCH.....	43

STUDENT ATTENDANCE (Policy 501.9)

This attendance policy is based on the fact that something important happens in class every day and that the activity or interaction with teacher and students can never be exactly duplicated. In order for the South O'Brien Junior High School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance.

A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points in education is student attendance. We cannot teach a student who is not present. Strong attendance is also a valuable employability skill. In general, a student that is too ill to attend school is too ill to appear in public that day. This includes attendance at school activities and student job sites. The following policy has been developed to encourage good attendance.

Attendance for Grades 7-8:

Students who know they will be absent must notify the office prior to the absence. It is the student's responsibility to make arrangements with each of their teachers to make up work in advance. If advance notification is not possible, **parents should notify the office 949-3454 on the day of the absence prior to 8:30 a.m.** before being readmitted. If parents have not called regarding the absence, the student must bring a note signed by the student's parents.

Attendance will be taken on a per period basis. The attendance record will begin upon a student's first registered day in class.

Types of Absences:

An excused absence is any absence that the parent notifies the school that their child will not be in attendance.

An unexcused absence is an absence in which the parent does not notify the school or the parent does not know the students whereabouts. Skipping class is also considered an unexcused absence. The consequence for an unexcused absence will be determined by the building principal.

TARDINESS

A tardy is defined as being late to class without a pass from a staff member or is being late to school. If a student has been detained in the office, or by a teacher, a pass should be obtained from the person who detained him/her before going to the next class and a tardy will not be recorded. Tardies exceeding 15 minutes are considered an absence and the school excused or unexcused policy will be enforced.

Two tardies will be allowed for each class period without penalty. The penalty for the third tardy is one thirty-minute detention. Teachers will assign a detention after the third tardy. Accumulation of six (6) unexcused tardies to the same class period will result in another detention.

Three school days will be allowed for the student to complete the detention. If the detention is not served within three school days, the detention will be doubled and the teacher will notify the parent(s). Students who do not complete their detention time following parent notification will be referred to the principal.

STUDENT BEHAVIOR POLICY

South O'Brien Junior High has very high expectations for all of our students. It is our goal to instill trustworthiness, respect, responsibility, fairness, caring, and citizenship in our students.

We ask that, whenever possible, discipline concerns be handled on an individual basis first through communication between the student and teacher. Administration and parents can be involved at any time. Students may be placed in the PBIS Check In Check Out program. Students may also be asked to develop an action plan indicating how he/she is going to solve his/her problem without causing a problem for others. Student action plans will also include the consequences according to school policy. Possible consequences could be detention time, in-school suspension, out-of-school suspension, written essays, after-school program, or other consequences that administration deems appropriate and follows school policy.

CLASSROOM EXPECTATIONS:

1. When you enter the classroom:
 - a. enter quietly.
 - b. sit in your assigned seat.
 - c. have materials ready.
2. During instruction time:
 - a. upon teacher's signal, no talking.
 - b. follow instructions.

- c. get teacher's attention appropriately.
3. Exiting the classroom:
 - a. clean your area.
 - b. take all materials with you.
 - c. leave the room quietly upon the teacher's dismissal.

DETENTION POLICY

Detentions will be served before or after school. Detentions should be served within two days of receiving the detention, unless arrangements are made with the teacher or principal. Detentions not served at the agreed-upon time may have their time doubled. Students willfully refusing to serve their detention may be subject to an in-school suspension. Transportation to/from detention is the responsibility of the student/parent.

MAKE-UP SLIP PROCEDURE

Students are to obtain their make-up slips from the principal's office. This should be done *immediately* upon the student's return to school. The make-up slip is your admit to all classes which you have missed. *Make-up work is the total responsibility of the students.* One day will be allowed for making up a half day's absence and two days will be allowed for one day's absence. If you feel the due date for your make-up slip should be extended, contact the teacher and principal.

DAILY PLANNER/PASS BOOK

Every student will be given a daily planner/pass book on the first day of school. The book will contain daily sections where the student can record assignments and other important school information. **Also, the daily planner book will be the student's official pass to leave a class for teacher-approved reasons. If a student does not have the planner in his/her possession, he/she will not be allowed to leave a class or study hall.**

LEAVING THE CLASSROOM

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

LEAVING THE BUILDING (Policy 501.11)

Students are not allowed to leave the building or grounds without permission from the principal. If parents request in writing or verbally, the principal may approve the student to leave. All students must sign out in the office. When parents come to take their child, we ask they stop in the office and sign their child out. Should a student leave the school building or grounds without permission, parents will be contacted for safety of the student.

ACADEMIC PROGRESS WEEKLY REPORTS

Weekly academic progress reports will be mailed home for students who are working at an unacceptable level. Teachers will turn in weekly reports to the office. Students will be ruled ineligible for extracurricular activities if they have two F's or Incompletes, three D's, or one F or Incomplete and two D's. Ineligibility is for one week, beginning on the following Sunday through Saturday.

CONFERENCES

Conferences are available at any time throughout the quarter by request of parent or teacher. Please contact the teacher to set up a time and date. Parent-Teacher Conferences will be held following the first nine weeks and prior to the end of the third nine weeks. All teachers will be available to visit with parents and/or students.

MARKING SYSTEM AND REPORT CARDS

Report cards are provided at the end of each nine-week period or are available online. Passing grades are A, B, C, and D. The non-passing grade is F and an I represents incomplete work. Each instructor will explain his/her grading system to each class. Incomplete nine-week or semester grades must be made up five school days after the end of the quarter/semester. If the deadline is not met, the grade automatically becomes a letter grade. A time extension may be given in the event of extended excused absences; however, permission must be secured from the teacher involved and the principal. The school also maintains a P (Pass) and F (Fail) grading system. This grading system is used only for special classes.

The recommended grading scale is as follows: *A 96-100, A- 93-95, B+ 91-92, B 88-90, B- 86-87, C+ 83-85, C 80-82, C- 78-79, D+ 76-77, D 72-75, D- 70-71, F 0-69.*

INCOMPLETE GRADES

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

HONOR ROLL AND ACADEMIC HONORS

The school district honors student who excel academically. High Honors: maintain a 3.75-4.00 grade point average. Honors: maintain a 3.25-3.74 grade point average. Any student with a D, F, and/or

Incomplete for a grade at the end of the grading period will not be considered for the honor rolls.

ACADEMIC INTEGRITY

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

Webster's New Collegiate Dictionary

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

TYPES OF VIOLATIONS

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

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

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

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

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

STUDENT ACTIVITIES

ASSEMBLIES

The school district sponsors school assemblies throughout the year. Attendance at these assemblies is a privilege. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to study hall/office during assemblies.

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

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the

achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. Prior to attending a field trip, students must return a note signed by the student's parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher. Students may attend field trips unless the privilege has been taken away.

SCHOOL-SPONSORED STUDENT ORGANIZATIONS

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

STUDENT FUND RAISING

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

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

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

DANCES

School-sponsored dances must be approved by the principal at least two weeks prior the dance. Students who leave a dance are not allowed to reenter the dance. School district policies, rules and regulations apply to students at school dances. Students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

STUDENT COUNCIL

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

JUNIOR HIGH EXTRACURRICULAR ACTIVITIES (Policy 504.7)

South O'Brien School believes in the policy of providing students the opportunity for participation in junior high extracurricular activities. These activities include, but are not limited to football, volleyball, basketball, track, baseball, softball, instrumental music, vocal music, annual staff, and quarterly reward activities. Participation includes instruction in fundamentals of the activity, teamwork, sportsmanship, and instilling the desire to do their best possible. As a well-rounded student, this also includes meeting academic and community responsibilities.

The Junior High staff believes in positive participation in extracurricular activities but the amount of participation rests with the student. Extracurriculars are a privilege that must be earned with successful academic performance and good school citizenship.

Areas to be considered are:

- a. completed school work with passing grades
- b. detention/suspensions
- c. attendance at all practices
- d. works hard at practices
- e. attitude
- f. team is more important than I
- g. not necessarily equal
- h. coaches'/directors' discretion – try to match up abilities

Meeting the above criteria not only allows the students to participate in the activity, but the opportunity to be successful in that participation.

GOOD CONDUCT POLICY (503.4R1)

STATEMENT OF PHILOSOPHY:

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

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

CONTROLLED SUBSTANCES, ALCOHOLIC BEVERAGES, TOBACCO, UNLAWFUL ACT:

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

First Offense: The student will be ineligible for the next two (2) scheduled competitions/performances.

Second Offense: The student will be ineligible for the next four (4) scheduled competitions/performances.

Third Offense: The student will be ineligible for the remainder of his/her junior high school years.

DROPPING EXTRACURRICULAR ACTIVITIES

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

Students will not be allowed to drop from instrumental music or vocal music before the end of the semester. Coaches/directors plan their public performances relying on all students to participate. It is unfair to the other members of the music or athletic team to "pull out" before a game or performance.

We reserve the right to make exceptions on the time limits for emergency situations or severe behavior infractions.

EXTRACURRICULAR SHUTTLE BUS

South O'Brien provides a shuttle bus for students involved in an extracurricular activity before and after school hours. This bus system will run for practices and games. This bus is not for students who are not participating in the extracurricular event. All bus rules apply.

MEETINGS, PARTIES, AND ACTIVITIES

1. All class or organizational meetings must be approved by the sponsors. One faculty sponsor must be present at any meeting. 2. All parties and activities must be approved by the faculty sponsors, the principal, or the superintendent. 3. These activities must be recorded on the school calendar. 4. All parties and activities must be chaperoned by a faculty sponsor. 5. Activities and parties will end at a time approved by the sponsor and administration. 6. Since Wednesday night is church night, there are no regular junior high activities or practices scheduled on Wednesdays. The exception to this will be the first two weeks of a Junior High athletic program to get the state-required number of practices in before the first game.

FREEDOM OF EXPRESSION

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

DUAL ENROLLMENT STUDENTS

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

POSTING OF INFORMATION

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

DUE PROCESS

All students will be afforded due process.

COMPUTER USE POLICY (605.6)

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

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

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

Level 1:

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

Level 2:

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

Level 3:

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

Consequences:

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

Level 1 Consequences and Notifications

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

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

Level 2 Consequences and Notifications

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

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

Level 3 Consequences and Notifications

1. Severity of the offense will be determined by the building principal. Lower levels of severity will lead to an option A consequence, while higher levels of severity will lead to an option B consequence.
2. Option A Level 3 Violation - A verbal and written "Level 3 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges

when it is for a class activity and under the direct supervision of a teacher for the remainder of school year. In addition, student will receive a minimum of 1 day of out-of-school suspension.

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

EMERGENCY INFORMATION (Policy 506.1)

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

COURT ORDERS (Policy 507.7)

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

CUSTODY AND PARENTAL RIGHTS (Code 506.1 & 507.7)

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

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

LEVEL I INVESTIGATORS (Policy 402.3)

The legislature requires all schools in the State of Iowa to adopt a uniform procedure for investigating allegations of abuse of students by school employees. The South O'Brien School Board has established administrative rules and policy regarding investigations of such allegations. The School Board, in compliance with regulations, has appointed a Level I investigator and an alternate as the contact persons within the school system with whom to initiate a formal complaint regarding possible abuse of a student by school employees. The Abuse

of Student Report Form 402.3E1 must be on file with the superintendent before an investigation can occur. The Level I investigators are the guidance counselors in each building. See Board Policy Code 402.3R1 for regulations.

INTERROGATION BY OUTSIDE AGENCY (Policy 502.9)

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

STUDENT PHOTOGRAPHS

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

EDUCATIONAL RECORDS—RIGHT TO EXAMINE RECORDS (Policy 506.1)

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:
(1) The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access.

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

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

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write

the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

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

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

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

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

CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections

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

OPEN ENROLLMENT

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

PROCEDURES FOR STUDENTS TRANSFERRING TO SOUTH O'BRIEN SCHOOL

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

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

If the student has not previously attended an accredited school, it is within the guidance counselor's discretion to accept or reject credits or grades.

PROCEDURES for STUDENTS TRANSFERRING to ANOTHER SCHOOL/SCHOOL DISTRICT

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

the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

STUDENT LOCKERS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks 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 and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

SEARCH AND SEIZURE (Policy 502.8)

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

JEWELRY IN PHYSICAL EDUCATION

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

STUDENT APPEARANCE

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

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

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

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

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

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

PUBLIC DISPLAY OF AFFECTION

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

Violations will result in 1. conference with principal, 2. parents notified, 3. appropriate disciplinary measures taken if the action continues.

CARE OF SCHOOL PROPERTY/VANDALISM (502.2)

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required

to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

FOOD AND POP DURING SCHOOL HOURS

South O'Brien School has been declared a "pop free" campus; therefore, there can be no food and/or pop during the school day, unless a teacher designates as part of the curriculum as a reward. This must be cleared with the principal.

INSUBORDINATION

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

FIGHTING

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

BOOK FEES

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

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

TELEPHONE USE DURING THE SCHOOL DAY

Generally, students receiving telephone calls from a parent or guardian during the school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. The use of cell phones during the school day is prohibited. Cell phones must be turned off during the school day—8:30 a.m.-3:30 p.m.

LEGAL STATUS OF STUDENT

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

ELECTRONIC DEVICES (Policy 509.1)

The use of cell phones, pagers, iPods, MP3 players, hand-held video games, recorders, headsets and other electronic devices by students of South O'Brien Community School District is prohibited during regular school hours. If an electronic communication device is seen in possession of a student or heard by a staff member during regular school hours, the device will be confiscated from the student for the remainder of the day and the school office will be notified. If a student violates this policy on a second occasion within the school year, the student's parent or guardian will be notified and only said parent or guardian will be allowed to retrieve the device that has been confiscated. If a student violates this policy on a third occasion within the school year, the device will be confiscated and held by the school for a period of thirty (30) days. After thirty (30) days it will be returned to the parent. An additional violation by the student will result in suspension from school and a written report filed with the Board of Education.

USE OF MOTOR VEHICLES (502.10)

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

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

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

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

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

(Policy 711.2)

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

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

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

BUS SAFETY RULES

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

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

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

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

ACTIVITY BUS (Policy 711.3)

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

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

EMERGENCY DRILLS (Policy 507.5 and 804.2)

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

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

FIRE DRILL INSTRUCTIONS

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

1. The fire alarm is an intermittent alarm sound.
2. All books must be left in the room during the fire drill.
3. Do not go to your locker to get your coat, etc.
4. Walk rapidly, but do not run.
5. Unnecessary noises and talking are to be avoided.

6. When outside of the building, go at least fifty yards from the building and report to your advisor to take attendance.
7. Await the return signal before reentering the building.

TORNADO SAFETY PLAN

General instructions:

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

INCLEMENT WEATHER

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

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

EMERGENCY CLOSING OR INCLEMENT WEATHER

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

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

STUDENT HEALTH, WELL-BEING and SAFETY

The health, well-being and safety of each student who attends South O'Brien Community High School is of the utmost importance to the staff. All students must conduct themselves in a manner that provides safety for others as well as for themselves. Students are

encouraged to notify teachers or administrators whenever they notice the possibility of risk of injury or harm to themselves or to others.

SCHOOL DAY

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

PUBLICATIONS

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

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

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

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

HUMAN GROWTH AND DEVELOPMENT

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

ILLEGAL SUBSTANCES FOUND IN SCHOOL OR IN STUDENT POSSESSION

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

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

WEAPONS (Policy 502.6)

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

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

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

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

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

SEXUAL ABUSE AND HARASSMENT OF STUDENT BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify

their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

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

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

HARASSMENT (Policy 403.5 and 502.1)

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

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

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

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

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

PROCEDURES FOR REPORTING HARASSMENT

Students shall follow these procedures when reporting harassment:

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

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

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

What happened.	What you said/did.
When it happened.	How you felt.
Where it happened.	How harasser responded.
Who harassed.	Note exactly what was said.

 List any witnesses.
 - c. Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the teacher, counselor, or principal you contacted.
- Step 3: If the behavior is repeated, go to a higher authority such as building principal or central office administrator.

ANTI-BULLYING/HARASSMENT

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ tell a teacher, counselor or principal; and
 - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

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

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;

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

Sexual harassment includes, but is not limited to:

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

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

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

STUDENT SUSPENSION

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

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

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

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

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

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

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement

authorities of certain types of student misbehavior, in addition, legal action may be instituted against the student.

STUDENT EXPULSION

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

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

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

1. Notice of the reasons for proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness will testify;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel;
5. The results and finding of the board in writing open to the student's inspection;

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of the misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement, discussions and conclusions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedure.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

Procedures for Handling Expulsions

1. A board decision to suspend must be made by an absolute majority of the board and not merely a majority of those in attendance. The vote shall be by roll call.
2. The Superintendent, student or his/her representative may request the hearing before the board be held in closed session. After due consideration, the board may determine by an affirmative roll call vote of two-thirds (2/3) of its members present that the matter before it

involving the possible expulsion of the student is an exceptional reason so compelling as to override the general public policy in favor of public meeting, and hold the hearing in closed session. The student, his/her parents and their representative may be present. A vote taken on the issue of whether to expel a student shall be an open public meeting and shall be by roll call vote.

Hearing Procedure

1. A written statement of the alleged misconduct given as grounds for the proposed board expulsion will be given to the student's parents or legal guardians at least five (5) calendar days before the hearing. Such statement will include the names of those school officials and teacher having knowledge of the reasons for the proposed board expulsion. The written statement will be accomplished by a copy of the board policy and rules pertaining to procedures for board expulsion of students. The student will not be removed from school until after a hearing has been held and a decision made whether the student should be expelled by board action.
2. A written notice of the date, time, and place of the hearing will be given to the student's parents or legal guardians at least three (3) days before the hearing. This provision may be waived by written agreement of the parties.
3. If the parents or legal guardians of a student cannot be notified, or cannot be present at the hearing because of extenuating circumstances, and request a postponement, the board shall postpone the hearing until the parents or legal guardians are notified and available to be present. Such request for postponement should be made at least forty-eight (48) hours prior to the scheduled hearing time.
4. If the student has reached the age of eighteen (18) at the time the alleged acts took place, the student is then authorized to make decisions, sign documents and obtain representation on his/her own behalf and may elect to be represented by his/her parents or legal guardians. However, notice shall also be given to the parents as outlined above unless the student shows that he/she is no longer dependent upon or residing with his/her parents and does not want them notified.
5. If the student, the student's parent, guardian, or representative do not request postponement for cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them. In such an event, the record will show a factual determination by the board that sufficient and proper notice was given the parties and no postponement was requested.
6. Permission will be granted for the appearance of counsel or other representation.
7. The opportunity will be granted prior to the hearing, for the student or his/her representative to examine copies of documents to be used as evidence. Permission will be granted for the student or his/her representative to discuss the matter with administrators, teacher and other witnesses at times which will not be disruptive.

8. The superintendent or his/her designee shall present evidence in behalf of his/her recommendation. An attorney hired by the board may not present evidence and at the same time advise the board.
9. Witnesses at the hearing, or persons whose testimony has been submitted in written form, if available, shall be subject to cross-examination by any party as is necessary for a full and true disclosure of the facts.
10. The opportunity will be granted for the student or his/her counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, the student shall not be punished for refusal to testify, nor shall such refusal in any way be construed as an indication of guilt.
11. The board's decision will be in closed session and based solely upon evidence introduced at the hearing.
12. Within five (5) calendar days of the hearing the board will mail or have delivered to the student and his/her counsel a written statement of the board's decision and the factual basis for it.
13. A verbatim record of the hearing shall be made by mechanized means or shorthand reporter. Such record shall be kept by the district for a minimum of one (1) year and, with the exception of the board deliberation shall be made available to the student or his/her representative upon request and at a reasonable cost.
14. Nothing shall prevent the immediate board expulsion of a student when the student's continued presence on the school grounds would endanger his/her safety or wellbeing, the safety or well-being of other members of the school community or substantially interfering with the proper functioning of the school. In the instance of an immediate board expulsion, a hearing will be held within ten (10) days to determine future action of the board. Such a hearing will be conducted in the spirit of due process envisioned in items 1 through 13.

Conditions for Readmission

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

Appeal

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

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

Student's name and

address: _____

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

_____ Name and place of employment of school

employee accused of abusing student: _____ Allegation is

of ___physical/___sexual abuse *

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

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

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

Has any professional person examined or treated the student as a result of the incident? Yes___ No___ Unknown___

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

_____ Has anyone contacted law enforcement about this incident? Yes___ No___

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

* Parents of children who are in pre-kindergarten through sixth grade and are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in this investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right: Yes___ No___ Telephone number _____

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

Complainant Signature Witness Signature

Date Witness Name (please print)

Witness Address

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

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

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES (507.1)

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

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

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

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

PHYSICAL EXAMINATIONS

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

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL:

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

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

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

ADMINISTRATION OF MEDICATION (507.2)

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

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

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

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

A written medication administration record shall be on file including:

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

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

ALTERNATIVE MEDICATION PROCEDURES:

Alternative medications such as remedies, enzymes, essential oils, herbs, vitamins, dietary supplements, homeopathic medicines, or medications from other countries will not be administered to school children without the following information listed below. We do not encourage these types of medications to be given at school. Arrangements can be made to give these medications at home. These medications will be kept in the school office and the student will be responsible for self-administering or parent may come to the school to administer. School staff will not administer any of these medications. Herbal diffusers/misters will not be allowed in child's classroom or anywhere in the school setting.

The following information must be accompanied with medication or the medication will **NOT** be allowed at school:

1. A written order from a health care provider (DO, MD, PA, NP) with legal Iowa prescriptive authority. We will not accept orders from a chiropractor. The order **MUST** include the following:
 - The condition for which the product is being used,
 - Appropriateness,
 - Safety,
 - Appropriate dose for a child of a specific age, weight, and body surface area,
 - Length of time to give medication
 - Possible side effects, toxic effects, and/or interactions, and
 - Treatment of overdose.
2. A written request from the parent/guardian to follow the health care provider's order.

Legal Note: In accordance with the Iowa Board of Nursing 655 ICA 6.2 and Declaratory Ruling No. 81, the Registered Nurse has the responsibility to refuse to administer any medication when unable to determine the appropriateness; the condition for which the medication is being used; safety; possible side effects, toxic effects, or interactions; appropriate dose based on age, weight, and body surface; and treatment of overdose.

STUDENT ILLNESS OR INJURY AT SCHOOL (507.4)

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

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

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

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

STUDENT INSURANCE (507.6)

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

Students participating in intramural or extracurricular athletics are required to have health and accident insurance. The student will bring written proof of insurance or participate in the health and accident insurance program selected by the school district.

COMMUNICABLE DISEASES – STUDENTS (507.3)

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

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

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

HEALTH SCREENING

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

ASBESTOS (Policy 804.4)

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

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned in 1978.

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

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

GUIDANCE PROGRAM

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

LIBRARY SERVICES

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

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment

materials are only available for inspection with the consent of the principal. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal in the high school office.

THROWING SNOWBALLS

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

VALUABLES/SAFEGUARDING MONEY IN SCHOOL

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

SCHOOL LUNCH

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

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

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15	40
16	41
17	42
18	43
19	44
20	45
21	46
22	47
23	48
24	49
25	50

ALPAHBETICAL INDEX

<u>ACADEMIC INTEGRITY</u>	12
<u>ACADEMIC PROGRESS WEEKLY REPORTS</u>	11
<u>ACTIVITY BUS (Policy 711.3)</u>	27
<u>ADMINISTRATION</u>	39
<u>ALTERNATIVE MEDICATION PROCEDURES:</u>	39
<u>ANTI-BULLYING/HARASSMENT</u>	32
<u>ASBESTOS (Policy 804.4)</u>	41
<u>ASSEMBLIES</u>	12
<u>BOOK FEES</u>	24
<u>BUSES AND OTHER SCHOOL DISTRICT VEHICLES</u> <u>(Policy 711.2)</u>	26
<u>CARE OF SCHOOL PROPERTY/VANDALISM (502.2)</u>	24
<u>CITIZENSHIP</u>	21
<u>COMMUNICABLE DISEASES – STUDENTS (507.3)</u> . 41	
<u>COMPUTER USE POLICY (605.6)</u>	16
<u>CONFERENCES</u>	11
<u>CONTROLLED SUBSTANCES, ALCOHOLIC</u> <u>BEVERAGES, TOBACCO, UNLAWFUL ACT:</u>	15
<u>COURT ORDERS (Policy 507.7)</u>	18
<u>CUSTODY AND PARENTAL RIGHTS (Code 506.1 &</u> <u>507.7)</u>	18
<u>DAILY PLANNER/PASS BOOK</u>	10
<u>DANCES</u>	13
<u>DETENTION POLICY</u>	10
<u>DROPPING EXTRACURRICULAR ACTIVITIES</u>	15
<u>DUAL ENROLLMENT STUDENTS</u>	16
<u>DUE PROCESS</u>	16
<u>EDUCATIONAL RECORDS—RIGHT TO EXAMINE</u> <u>RECORDS (Policy 506.1)</u>	19
<u>ELECTRONIC DEVICES (Policy 509.1)</u>	25

<u>EMERGENCY CLOSING OR INCLEMENT WEATHER</u>	
.....	29
<u>EMERGENCY DRILLS (Policy 507.5 and 804.2)</u>	27
<u>EMERGENCY INFORMATION (Policy 506.1)</u>	18
<u>EXTRACURRICULAR SHUTTLE BUS</u>	15
<u>FIELD TRIPS</u>	13
<u>FIGHTING</u>	24
<u>FIRE DRILL INSTRUCTIONS</u>	28
<u>FOOD AND POP DURING SCHOOL HOURS</u>	24
<u>FREEDOM OF EXPRESSION</u>	16
<u>GOOD CONDUCT POLICY (503.4R1)</u>	14
<u>GUIDANCE PROGRAM</u>	42
<u>HARASSMENT (Policy 403.5 and 502.1)</u>	31
<u>HEALTH SCREENING</u>	41
<u>HONOR ROLL AND ACADEMIC HONORS</u>	12
<u>HUMAN GROWTH AND DEVELOPMENT</u>	30
<u>ILLEGAL SUBSTANCES FOUND IN SCHOOL OR IN</u>	
<u>STUDENT POSSESSION</u>	30
<u>INCLEMENT WEATHER</u>	28
<u>INCOMPLETE GRADES</u>	11
<u>INSPECTION OF EDUCATIONAL MATERIALS</u>	42
<u>INSUBORDINATION</u>	24
<u>INTERROGATION BY OUTSIDE AGENCY (Policy</u>	
<u>502.9)</u>	19
<u>JEWELRY IN PHYSICAL EDUCATION</u>	23
<u>JUNIOR HIGH EXTRACURRICULAR ACTIVITIES</u>	
<u>(Policy 504.7)</u>	14
<u>LEAVING THE BUILDING (Policy 501.11)</u>	10
<u>LEAVING THE CLASSROOM</u>	10
<u>LEGAL STATUS OF STUDENT</u>	25
<u>LEVEL I INVESTIGATORS (Policy 402.3)</u>	19
<u>LIBRARY SERVICES</u>	42
<u>MAKE-UP SLIP PROCEDURE</u>	10
<u>MARKING SYSTEM AND REPORT CARDS</u>	11
<u>MEETINGS, PARTIES, AND ACTIVITIES</u>	15
<u>OPEN ENROLLMENT</u>	21
<u>PHYSICAL EXAMINATIONS</u>	38

<u>POSTING OF INFORMATION.....</u>	<u>16</u>
<u>PROCEDURES FOR REPORTING HARASSMENT</u>	<u>32</u>
<u>PROCEDURES for STUDENTS TRANSFERRING to</u>	
<u>ANOTHER SCHOOL/SCHOOL DISTRICT</u>	<u>22</u>
<u>PROCEDURES FOR STUDENTS TRANSFERRING TO</u>	
<u>SOUTH O'BRIEN SCHOOL.....</u>	<u>21</u>
<u>PUBLIC DISPLAY OF AFFECTION</u>	<u>24</u>
<u>PUBLICATIONS.....</u>	<u>29</u>
<u>SCHOOL DAY.....</u>	<u>29</u>
<u>SCHOOL LUNCH.....</u>	<u>43</u>
<u>SCHOOL-SPONSORED STUDENT ORGANIZATIONS</u>	
.....	<u>13</u>
<u>SEARCH AND SEIZURE (Policy 502.8).....</u>	<u>22</u>
<u>SEXUAL ABUSE AND HARASSMENT OF STUDENT</u>	
<u>BY EMPLOYEES</u>	<u>31</u>
<u>STATEMENT OF PHILOSOPHY:.....</u>	<u>14</u>
<u>STUDENT</u>	<u>34</u>
<u>STUDENT ACTIVITIES</u>	<u>12</u>
<u>STUDENT APPEARANCE</u>	<u>23</u>
<u>STUDENT ATTENDANCE (Policy 501.9).....</u>	<u>8</u>
<u>STUDENT BEHAVIOR POLICY</u>	<u>9</u>
<u>STUDENT COUNCIL.....</u>	<u>13</u>
<u>STUDENT FUND RAISING</u>	<u>13</u>
<u>STUDENT HEALTH AND IMMUNIZATION</u>	
<u>CERTIFICATES (507.1)</u>	<u>38</u>
<u>STUDENT HEALTH, WELL-BEING and SAFETY</u>	<u>29</u>
<u>STUDENT ILLNESS OR INJURY AT SCHOOL (507.4)</u>	
.....	<u>40</u>
<u>STUDENT INSURANCE (507.6).....</u>	<u>41</u>
<u>STUDENT LOCKERS</u>	<u>22</u>
<u>STUDENT PHOTOGRAPHS</u>	<u>19</u>
<u>STUDENT SUSPENSION</u>	<u>33</u>
<u>TARDINESS.....</u>	<u>9</u>
<u>TELEPHONE USE DURING THE SCHOOL DAY</u>	<u>25</u>
<u>THROWING SNOWBALLS</u>	<u>43</u>
<u>TORNADO SAFETY PLAN</u>	<u>28</u>
<u>USE OF MOTOR VEHICLES (502.10)</u>	<u>25</u>

USE OF SCHOOL DISTRICT FACILITIES BY
STUDENT ORGANIZATIONS..... 13
VALUABLES/SAFEGUARDING MONEY IN SCHOOL
..... 43

WHEN TO KEEP YOUR CHILD HOME FROM
SCHOOL..... 38
WEAPONS (Policy 502.6) 30