

# Red Oak JR-SR.



## High School Parent/Student Handbook 2023-2024

### MISSION STATEMENT

The Red Oak Community School District enables itself to provide the best opportunities for all students to academically, socially, and ethically prepare themselves for global citizenship.

Equal Educational Opportunity	3
Principal Welcome	4
Contact Information	5
Administration, Faculty, Staff Listing	6
9-12 Coach and Sponsor Listing	7
District Building Numbers/Daily Schedule:	8
Student Attendance	9
Leaving School:	9
Attendance Regulation:	9
Make-up Work:	13
Advance Absences:	13
Attendance and Co-Curricular/Extra-Curricular Participation:	13
Protective Devices/Student Lockers/Student Freedom of Speech	14
Student Academics	15
Grading System	15
School Counseling Department/Scheduling parameters/schedule changes	16
Independent Study/Credit Recovery/Textbooks/Progress Reports	19
Dropout Prevention: Seminar/Study Table	17/18
Academic Eligibility for Extracurricular Activities	19
Semester Test / Incomplete Grades/ Repeating Coursework/ Student-Building Assistance Team	19
Duplicating Coursework/ College visit.	20
Job Shadowing/ Grade Point Average/ Early Graduation	20
Graduation Activities and Honors / Recognition for Academic Achievement/	21
National Honor Society/ Student Records and Transcripts/ Transferring from District	22
Student Behavior/ Discipline Matrix/	23
In-School Suspension Program/ Out of School Suspension Program/ Expulsion/ Makeup Work	34
Search & Seizure	35
Due Process / Dances	36
Good Conduct Rule	37
Activities Covered Under the Good Conduct Rule	37
Violations of the Good Conduct Rule	38
Determination of Violation	38
Notice of Violation to Student and Parent	38
Violation Consequences	38/39
Ineligibility Guidelines	40
Penalty Reduction – Service Contract/ Transfer Student/ Additional Consequences	41
Appeals	41
Emergency Drills/Crisis/Evacuation:	42

### Equal Educational Opportunity

*Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.*

*The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society.*

*Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.*

---

*The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.*

*The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability.*

*Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.*

# RED OAK COMMUNITY SECONDARY SCHOOLS

## STUDENT HANDBOOK 2023-2024

### WELCOME

Welcome to the Red Oak Community Secondary School. It is a pleasure to serve as your principal during the 2023-2024 school year. I sincerely hope that you attain the goals and expectations you set for yourself. Each staff member is committed to assisting you in any way they can to help you reach your full potential.

This is our promise to you. However, it is important to remember that your success in school is directly proportional to the amount of effort you put into the learning process. ***We are also happy to inform and encourage you to sign-up for the Infinite Campus-Parent & Student Portals via the internet.*** *This program gives you up to the second updates on student grades and also allows you to check student attendance, grades and lunch account balances. Please take advantage of this technology by contacting the school to set up your account.*

The information contained in this handbook is designed to help you adjust to your school and to become an integral part of it. Together we can make good things happen this year at RED OAK Jr-Sr. HIGH SCHOOL.

Nate Perrien, Principal

## Contact Information

Physical and Mailing Address:  
2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51566

Web Address:

[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)

Main Office Phone:

(712)623-6610

Main Office Fax;

(712)623-6613

Guidance Office Phone:

(712)623-6610

Email (This is the general pattern but please keep in mind that there are exceptions:

[lastnameinitial@roschools.org](mailto:lastnameinitial@roschools.org)

Example: [perrienn@roschools.org](mailto:perrienn@roschools.org) for Mr. Nate Perrien

## Administration and Faculty Listing:

### Administration/Staff & Student Services:

Nathan Perrien 7-12 Jr.-Sr High Principal  
 Steve Green 7-12 Jr.-Sr High Asst Principal  
 Mark Erickson 7-12 Jr.-Sr. Activities Director  
 Janelle Erickson K-12 Media Specialist  
 Jeanne Bauman 7-12 Principal Secretary  
 Felisha Wingfield 7-12 Building Secretary

### Guidance Department:

Kelsey Mangold 7-12 Student Support Services  
 Tracy Vannausdle 7-12 Guidance Counselor  
 Kim Pratt 7-12 Guidance Secretary

### Faculty

#### **Name:**

Curt Adams

Brittany Wiig

Bob Peterson

Riley Brown

Kaitlyn Grider

Sharon Allison

Jen Wilcoxson

Cheri Klimek

Brian Orr

Weston Rolenc

Adam Hietbrink

Terra Marsden

Tim Marsden

Sierra Wilkinson

Dan DeGroot

Melissa Freiberg

#### **Subject:**

Art

FACS

Business

Industrial Arts

Agriculture

Agriculture

Special Education

Special Education

Special Education

Special Education

Math

Math

Math

Choir

Choir

Science

Science

Science

#### **Name:**

Charles Hollis

Stacey Rolenc

Jada Schwindt

Denise Stull

Brett Eubank

Josh Kippley

Willie VanNordstrand

Nathan Rouse

Zach Eberle

Dion Coffey

Patty Henke

Alec Ruskell

Janelle Erickson

Tiegen Podliska

Beth Burgess

#### **Subject:**

English Language Arts

English Language Arts

English Language Arts

English Language Arts

Social Studies

Social Studies

Social Studies

Social Studies

Spanish

Band

Physical Education

Physical Education

Strength & Conditioning

Work-Based Learning

ROILP-Alt. School

ELO

### I-Jag Instructors

Breanna Allensworth

Michael Nordeen

### Paraprofessionals

Tristan Johnson

Shelley Stevens

Jamie Nordeen

Trisha Lavalleur

???

Destiny McAlpin

John Allison

Amy Confer

???

???

### 9-12 Coach & Sponsor Listing

Sport	Head Coach District Location
Cross Country	Curt Adams, RO Jr-Sr. High
Football	Michael Nordeen, RO Jr-Sr. High
Football Cheer	Barb Lombard, RO Jr-Sr. High
Volleyball	Angela Montgomery, Inman Elementary
Swimming	Dean Junker, Atlantic CSD
Bowling	Michael Nordeen, RO Jr-Sr. High
Boys Basketball	Ron DeVries, Resident
Girls Basketball	Tristin Johnson, RO Jr-Sr. High
Basketball Cheer	Barb Lombard, RO Central Office
Wrestling	Tiegen Podliska, RO Jr-Sr. High
Wrestling Cheer	Destiny McAlpin, RO Jr-Sr. High
Boys Golf Girls Golf Boys Tennis Girls Tennis	Bob Boeye, Red Oak Resident Patty Henke, RO Jr-Sr. High , RO Jr-Sr. High Zoey Swanson, Resident
Boys Track & Field Girls Track & Field Soccer  Baseball Softball	Sueann French, Red Oak Resident Curt Adams, RO Jr-Sr. High Mark Kells, Red Oak Resident Ed Young, Red Oak Resident Mark Erickson RO Jr-Sr. High Brittany Wiig, RO Jr-Sr. High

#### Activity

Business Professionals of America (BPA)  
National Honor Society  
Student Council  
FFA  
Fall Play  
Speech  
Spring Musical  
Prom  
Yearbook

#### Sponsor

Brittany Wiig  
Cheri Klimek  
Josh Kippley & Jessie Bruning  
Riley Brown & Kaitlyn Grider  
Bevin Anderzhon  
Kelsey Mangold  
Tim Marsden  
Jen Bruce  
Charles Hollis

**District Building Numbers:**

Red Oak Central Office 623-6600  
 Inman Elementary School 623-6635  
 Early Childhood Center 623-6630  
 Red Oak Jr/Sr. High School 623-6610  
 Bus Barn 623-6600  
 School Nurse 623-6635

During the school year, office hours for the high school main office run from 7:30 AM to 4:00 PM, Monday through Friday. If you have an immediate concern to be addressed by the principal, aside from calling the principal directly, you may find it very helpful to contact the principal's secretary. She manages the principal's calendar and will be glad to expedite your requests to see him.

Should you have concerns about transcripts, state and college testing programs, driver's education, and school progress reports of any kind, please contact our counseling secretary. If the concern needs further attention, it will be referred to our school counselor.

Finally, regarding our athletic program, if you have a concern about the calendar for sporting events, physical forms, ticket taking, etc., please contact the athletic office.

**Bell Schedules**

**2023-2024 Bell Schedules**

revised 6-29-23

Jr. High Schedule	High School Schedule
1 <sup>st</sup> Period ----- 8:00-8:45	1 <sup>st</sup> Period ----- 8:00-8:45
2 <sup>nd</sup> Period ----- 8:49-9:32	2 <sup>nd</sup> Period ----- 8:49-9:32
3 <sup>rd</sup> Period ----- 9:36-10:19	3 <sup>rd</sup> Period ----- 9:36-10:19
4 <sup>th</sup> Period ----- 10:23-11:06	4 <sup>th</sup> Period ----- 10:23-11:06
Lunch ----- 11:06-11:31	5 <sup>th</sup> Period ----- 11:10-11:53
5 <sup>th</sup> Period ----- 11:35-12:18	<b>B Lunch Schedule</b> Lunch – 11:53 -12:18
6 <sup>th</sup> Period ----- 12:22-1:05	6 <sup>th</sup> Period – 12:22-1:05
7 <sup>th</sup> Period ----- 1:09-1:52	<b>C Lunch Schedule</b> 6 <sup>th</sup> Period – 11:57-12:40 Lunch – 12:40-1:05
8 <sup>th</sup> Period ----- 1:56-2:39	7 <sup>th</sup> Period ----- 1:09-1:52
Seminar ----- 2:43-3:10	8 <sup>th</sup> Period ----- 1:56-2:39
	Seminar ----- 2:43-3:10

90 minute early dismissal	
1 <sup>st</sup> pd	8:00-8:29
2 <sup>nd</sup> pd	8:33-9:04
3 <sup>rd</sup> pd	9:08-9:39
4 <sup>th</sup> pd	9:43-10:14
5 <sup>th</sup> pd	10:18-10:49
<u>6<sup>th</sup> pd/Sem/Lunch</u>	
Jr High Lunch	*report to 6th 1st - 10:53-11:17
Jr High 6 <sup>th</sup> pd	- 11:21-11:52
Jr High Seminar	- 11:56-12:27
HS Seminar	- 10:53-11:21
HS B Lunch	- 11:21-11:49
HS C Lunch	- 11:59-12:27
HS 6 <sup>th</sup> pd (B)	-11:53-12:27 / (C) 11:25-11:59
7 <sup>th</sup> pd	12:31-1:02
8 <sup>th</sup> pd	1:06-1:40

2-hour late start	
1 <sup>st</sup> pd	10:00-10:32
2 <sup>nd</sup> pd	10:36-11:03
3 <sup>rd</sup> pd	11:07-11:34
<u>4<sup>th</sup> pd/Sem/Lunch</u>	
Jr High Lunch	- 11:34-12:00
Jr High 4 <sup>th</sup> pd	- 12:04-12:30
Jr High Seminar	- 12:34-1:00
HS Seminar	- 11:38-12:00
HS B Lunch	- 12:04-12:31
HS C Lunch	- 12:34-1:00
HS 6 <sup>th</sup> pd (B)	-12:34-1:00 / (C) 12:04-12:31
5 <sup>th</sup> pd	1:04-1:31
6 <sup>th</sup> pd	1:35-2:02
7 <sup>th</sup> pd	2:06-2:37
8 <sup>th</sup> pd	2:40-3:10



## Student Attendance

### 1. Arrival and Departure Time:

a. Entry to the building is between 7:40 A.M and 8:00 unless earlier access has been granted by a staff member. Students are to congregate in the commons, corridor and the black gymnasium based on their grade level.

b. Students will not be admitted to classrooms until 7:55 A.M. (unless otherwise requested by staff to report earlier), and must be in their seat by 8:00 A.M. If not, you will be counted tardy and must report to the office for a pass to class.

c. Students are to be out of the building and off school property by 3:30 P.M. every afternoon unless you are in a school sponsored activity or with a teacher. **No supervision is provided after 3:30.**

### 2. Leaving School:

When it is necessary for a student to leave school, the office staff must have written or verbal verification from a parent. Before a student leaves the school property, he/she must sign out in the office.

### 3. Attendance Regulation:

**EVERY DAY MATTERS** - Research supports the theory that students with good class attendance will score better on standardized tests, get higher grades and be less likely to drop out. Although some students may be able to demonstrate sufficient content knowledge, our district's responsibility to educate our students and excel on standardized testing requires that we promote positive school attendance.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school as well as preparing students for adulthood.

School officials realize absences occur that are completely appropriate and legitimate. *Therefore, a call from a parent or guardian is needed each day the student is absent. **Please call by 8:30 A.M.***

Please help us by making this phone call so there will be no misunderstanding as to the type of absence. When parents call the school to report absences, the school is assured that the child is safe.

### Legal Obligation Regarding Attendance Regulation

The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws and the excessive absence regulation. Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:

***The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.***

***The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.***

To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board of directors, have designed these rules so that all students may receive an excellent education.

It is our legal obligation to work with the County Attorney to uphold Iowa Chapter 299. Therefore, students of compulsory attendance age who exhibit attendance deficiencies will be required to attend a mandatory mediation session with our local county attorney.

**Attendance Definitions** – A student’s absence will be recorded using a combination of the four following codes:

1. **Excused Absence** - The chart below identifies excused absences according to our secondary school attendance policy. However, other additional circumstances may warrant an absence to be excused.
2. **Parentally Excused Absence** – Any absence that is verified by the parent or guardian, but is not listed in the excused category below would be considered a parentally excused absence.
3. **Truancy** - Any absence that occurs without notification from the student’s parent/guardian will be classified as truant. Schools must be notified within 48 hours of the absence in order for the absence not to be classified as truancy. Students will be marked truant if more than 20 minutes of class has been missed.
4. **Tardy** – Not being in your assigned classroom when class begins or up to 20 minutes late to class.

Excused	Parentally Excused
Funeral (notification required from parent before the absence occurs)	Parent call in for illness
Medical (notification from parent and documentation required from doctor's office signed by a physician within <u>2</u> days)	Family Vacation
Religious Observance (notification required from parent before the absence occurs)	Cosmetic appointments
College Visit (juniors get 1; seniors get 3)	Car problems
Field Trips/Sports/Activities	Non-school related activities
Legal (notification required from parent before the absence occurs)	Graduations
Other circumstances (administrative approval required)	Other

### **Poor Attendance Consequences & Disciplinary Procedures**

#### **Academic Make-up Time Definition**

- Academic Make-up Time (AMT) will be required for students to meet the minimum attendance requirement for class.
- AMT will be made up during professional development Wednesdays and/or Saturday School. • If AMT is done by the end of the semester, one may be able to retain their grade. If AMT is not done by the end of the semester, the student will be required to retake the course or attend summer school for pass/fail to obtain credit.
- If AMT is skipped during the school year and/or summer school, it will count as another class missed.

### Tardy Discipline

All tardy students will need to report to the office to obtain a pass to class.

- Once a student has 3 tardies, the student is on the watch list for the quarter.

#### Consequences

- 1<sup>st</sup> = Conversation with office staff on consequences of further tardies.
- 4-5<sup>th</sup> = Student will serve a 30-minute detention, conversation with Assistant Principal on consequences of further tardies, and parent contact.
- 6<sup>th</sup> or greater = 60-minute detention each.

*\*\*\*\*Students who willingly do not attend their scheduled detention for a 4th or greater tardy will be assigned ½ day of ISS. These students will be ineligible to participate in or attend all extra / co activities that day.*

### Tardies to School:

\*Car riders/drivers are not excused if tardy—only late bus riders will be excused.

### Jr-Sr. Open Lunch Tardies:

\*\*Seniors leaving school to eat lunch will be given an unexcused tardy if they are not back to school on time following their allotted lunch time. Special occasions/arrangements must be made with the principal in advance to excuse students returning to school later than the allotted time for lunch. Parents of all other students are required to inform the school if their student is going off site for lunch for a special occasion.

### Truant Discipline

- A thirty-minute detention will be served for each class period a student is truant.
- If a student is truant for a full day, the student will be scheduled for AMT equal to half of the school day.
- If AMT is skipped, AMT will double and continue to be required for course credit. • Lunch and Seminar Truancy - If a student is marked truant for lunch or seminar, the student will be assigned detention for the first truancy, 1/2 day ISS for the second truancy, and a full day ISS for the third and subsequent truanancies.
- Students who skip school during lunch or seminar will be assigned a detention for the first offense, a half day ISS for the second offense and a full day of ISS thereafter. In instances of gross student absences during lunch and seminar will lead to further disciplinary action.

### Parentally Excused Coursework Consequences

- Student/Parent Contract will be issued after 6 parentally excused absence class sessions missed.
  - The student will be expected to continue attending the course.
  - 8th parentally excused absence will result in a letter home detailing attendance records and attendance procedures.
  - 10th parentally excused absence will result in a letter home detailing attendance records and attendance procedures. The student and parent/guardian will meet with the School Based Interventionist and/or school counselors or building administration.
- 12 or more parentally excused classes missed will guarantee loss of credit until AMT is served.
- Parents may only excuse their student for 5 tardies to school per semester. Students will be

counted tardy for their 1st period class after the 5th parentally excused absence each semester without a note from a doctor or a previous arrangement made with school administration.

### **Section 504 of the Rehabilitation Act of 1973 - 504 Plan**

If a student has frequent medically excused absences or verified unexcused absences due to illness, the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

#### **Student Medication:**

Students must have a signed and dated parent note for school personnel to dispense medication to students. This applies to both prescription and over the counter medication. **ALL** medication must be in the original container AND must be stored in the office. Any medication in baggies or recycled containers will not be administered to students.

#### **Make-up Work:**

**Collecting make-up work is the responsibility of the student.** If a student was absent, they have a two day grace period. If they miss two days, another day is added to the grace period. For every additional day absent the student gets another day (ex. Absent 3 days – 4 day grace period). If no assignment is turned in after the grace period is over, assignment will be entered as Missing.

#### **Advance Absences:**

When a student knows in advance that he/she is going to be absent from school, he/she should make every effort to complete their work before the absence occurs. Students should follow this procedure when they know in advance they are going to be absent from school:

- A. Bring a note from a parent to the office explaining the planned absence. (Try to do this several days prior to the absence.)
- B. The student will be given an advance assignment sheet which the student will take his/her classes to complete.

#### **Attendance and Co-Curricular/Extra-Curricular Participation:**

- A. Students participating in school activities must be at school to be eligible to participate in or attend as a spectator any extra-curricular activities (games/events & practices).
- B. Students arriving to school more than 40 minutes late will NOT be allowed to participate in any extra-curricular activities unless arrangements had been previously arranged with the building principal.
- C. Students are expected to be in their classes the entire day to be eligible. Office visits (discipline, nurse, etc.) over 45 minutes will result in the ineligibility of the student to practice or perform in any extracurricular activities.
- D. When classes are missed due to participation in co-curricular/extra-curricular activities, the student is responsible for getting missed assignments to their course instructor the following school day.

## Traffic Regulations

Driving a motor vehicle to and from school is a privilege, not a right. Permission to drive to and from school can be removed for poor driving habits in and around the schools, as reported by school staff, students and/or parents. In order to ensure maximum student and vehicle safety and to prevent complaints concerning student driving and parking, several regulations need to be observed.

1. Students are to park in their assigned parking spot between the hours of 7:30 AM and 3:30 PM. And at no time should cars block or be a hindrance to through traffic.
2. Students parking in areas other than those designated for student parking between the hours of 7:30 a.m. and 4:00 p.m. will be in violation of the parking regulations.
3. Under no circumstances are students to be in a vehicle for any reason at any time during the school day without permission from the principal's office.

## Protective Devices

In accordance with state law, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from participation in said course, and the registration of a student for such course may be canceled by the principal for willful, flagrant, or repeated failure to observe the above requirements.

## Student Lockers

Student lockers and desks are the property of the school district. Students should use their lockers and desks assigned to them for storing their school materials and personal items necessary for their attendance at school. The school reserves the right to check any locker where there is reason to believe that it contains books or articles belonging to other students, to the school, or items which create a hazard or violate the policies of the school or any laws of the State of Iowa. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged as periodic inspections may be scheduled.

Lockers are assigned to students and it is an expectation that all students who are assigned a locker by school administration, keep the locker secured with a school provided lock at all times. Students may not change into another locker without the permission of an administrator.

It is inappropriate to post obscene or suggestive pictures, logos or ads for substances outlawed for minors, or any other materials that are of poor taste. Such will be removed and repeat offenders will be suspended from school.

The rules and regulations also apply to physical education and athletic lockers. Only locks issued by the school may be used to secure these lockers. **Personal padlocks will be removed by the school and discarded.**

## Student Freedom of Speech

Students shall be free to express themselves in school-sponsored publications, except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials which encourage students to

commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption in the orderly operation of the school. Advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications under the supervision of a faculty advisor and principal.

3. Signs, banners, and posters may be posted with permission from the office.

## I. Student Academics

### MINIMUM SCHOOL DAY FOR HIGH SCHOOL STUDENTS

The Board of Directors encourages all students to make maximum use of curricular offerings, supplemental resources, and all other educational facilities.

To that end, it shall be the policy of the Red Oak Community School District that all high school students are in attendance for a school day. Each student is to be enrolled in a minimum of eight courses and a seminar class per semester.

Seniors are allowed to schedule and leave campus if they qualify for Senior Release and are enrolled in at least 4 consecutive courses during the school day.

### GRADING SYSTEM

Every student will receive quarter and semester grades. The only grades maintained in the school's permanent record and used to determine class rank are those shown as final semester grades. Letter grades are used in the reporting system.

<b>Letter Grade</b>	<b>Percentage Course Grade</b>
A	100 – 93 4.000
A-	92 – 90 3.667
B+	89 – 87 3.333
B	86 – 83 3.000
B-	82 – 80 2.667
C+	79 – 77 2.333
C	76 – 73 2.000
C-	72 – 70 1.667

<i>D+</i>	<i>69 – 67 1.333</i>
<i>D</i>	<i>66 – 63 1.000</i>
<i>D-</i>	<i>62 – 60 .667</i>
<i>F</i>	<i>59 and below</i>
<i>P</i>	<i>Pass</i>
<i>I</i>	<i>Incomplete</i>
<i>W</i>	<i>Withdrawal</i>
<i>M</i>	<i>Student didn't complete course for Medical reasons</i>

### SCHOOL COUNSELING DEPARTMENT

The School Counseling department supports students with academic planning, career exploration, and personal social development.

The School Counselor will provide students with information that can assist them in developing plans for their future academics and careers after graduation.

The Student Support Coordinator will assist students in gaining positive personal social development.

Students are encouraged to visit with the School Counseling team.

### SCHEDULING PARAMETERS

Red Oak Senior High School will schedule students during the **second semester** for both semesters of the forthcoming school year. All classes are considered to be one semester in length so far as an individual student's schedule is concerned.

Teacher assignments for two semesters may vary. Students will receive a copy of their schedule in August and January.

To ensure that both parents and the guidance counselor are actively involved in the scheduling process, both parent and counselor signatures are required before a schedule is deemed "finalized."

### SCHEDULE CHANGES

Students needing to change their high school class schedules must sign up in the counseling office or call the counselor during the two weeks prior to the start of school in the fall and during the last week of first semester for the spring semester. Schedule changes will be done within the first 2 days of class each semester.

Schedule changes must have counselor and parent approval. It is the student's responsibility to contact his or her parents for approval.



Schedule changes may be made according to a student's 4-year plan using the following criteria:

- computer and/or clerical error
- proficiency level on Iowa Statewide Assessment of Student Progress (ISASP) ●
- failure in first or second semester courses
- completion of summer school courses or independent study projects
- special education placement
- seniors who need courses for graduation in their schedule
- failure to have the necessary prerequisites of a course
- wanting to simply add a course without disturbing the rest of the schedule

Changes deemed unnecessary will not be done. Examples of these include but are not limited to: (1) requesting a specific teacher for a course; and (2) requesting a specific hour for a class.

### **INDEPENDENT STUDY**

The purpose of independent study is twofold: (1) to organize student exploration of a subject area so that a student may examine an area of interest in depth and under the direction of a faculty member or a department; and (2) to resolve a schedule conflict.

#### **Plan for Independent Study:**

1. Student contacts teacher or teachers under which independent study project class will be conducted.
2. Counselor reviews the proposal, ascertains parental consent, signs the request, and sends the form to the principal for approval.

#### **Guidelines for Participation:**

1. Independent study courses are recommended only for grades 11 and 12.
2. The student and teacher advisor must have mutually agreeable free time for consultation and planning.
3. Students must complete all work on courses for credit at least one week prior to the close of the semester in which the work will be recorded.
4. All requests must be approved by the student's parent or guardian.
5. Students must complete all necessary regularly offered courses in a particular area before approval will be given for an independent study course unless this is to resolve a schedule conflict.

### **CREDIT RECOVERY**

Students have the opportunity to recover credit from a failed required course due to work completion, failed assessments, or attendance. This course will be offered by the Red Oak Alternative Program. Credit recovery will be available during the school year and in the summer.

### **Text Books**

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

### **Progress Reports and Report Cards**

Approximately every four weeks, either a progress report or report card will be given to the student. In-progress grades and posted grades can be assessed at any time on the student and parent Infinite Campus Parent Portal.

### **Dropout Prevention: Seminar**

The purpose of the seminar period is to serve as an extension of and enrichment for the academic

programs of Red Oak High School. Seminar period has the function to aid in the preservation of class time. Its primary use is student-centered and will include make-up work, tutoring, homework, and individualized instruction and enrichment activities. Any activity that is inappropriate during regular class time is also considered inappropriate during the seminar period.

### Student Expectations

- A. Seminar is a time for study only.
- B. Students must:
  1. Receive **prior** signed approval on a seminar pass form to go to another destination during seminar time.
  2. Come to class prepared with work. This means that students should not be given a pass to go to their lockers. If the student has “no work,” then the teacher is responsible for providing a reading topic. The laptops are not for games during Seminar.
  3. Remain silent throughout the entire period, unless engaged in peer tutoring with permission of the teacher.
  4. Remain awake.
  5. Make productive use of their time.
  6. Bring no food or drink.
  7. Request to use the restroom in emergency situations only.
- C. Students with **prior** signed approval may pass to:
  1. Another teacher for assistance during the teacher’s non-prep time.
  2. Media center with a pass from the MC personnel.
  3. Counseling office.
  4. Designated testing center for make-up tests/quizzes.
- D. Students violating the above seminar expectation may be subject to disciplinary consequences.
- E. Open seminar is granted to junior and seniors who test proficient in state testing.

### **Dropout Prevention: Study Table**

#### Goals:

1. To develop a proactive study program that will encourage strong study habits for all students who are struggling academically in courses.
2. To provide an additional learning opportunity for student activities participants thus enabling them to help improve their academic standing.
3. To stress the importance of a quality education; academics come first.

#### Study Table Requirements:

Students participating in activities and receiving a current grade of a “D” or below will be required to attend Study Table sessions in order to raise their academic standings. A student must attend 2 out of 3 sessions (see days and times) until their grade improves to

a “D+” or higher. The days and times will be selected by the student. The status of the student’s grade will be verified by the classroom teacher in cooperation with the Activities Department. If a student does not attend the required amount of study time within the week, they will not be allowed to participate in the next competition/event of the activity or activities that they may be involved in. Students will be expected to sign in at each session and work quietly while in attendance. Tutors may be available for students if prearranged.

Study Table Location: Red Oak High School

Monitor: Activities Director & High School Head Coaches/Sponsors

Study Table Session Times: TBD by HS Head Coaches/Sponsors

Tutors: Staff, NHS and Link Club members.

\* Students will be excused from practices during the time that they are in attendance at the Study Table. Following the session they will be expected to attend practice.

### **Academic Eligibility for extracurricular activities**

- A student must be enrolled in at least 4 credits at all times and be identified as a student by board policy.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at the end of a final grading period, the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), a period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals. 21
- The ability to use summer school or other means to make up failing grades for eligibility purposes not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

### **Semester Tests**

Semester tests will be administered the last three days of each semester in the regularly scheduled classes.

### **Incomplete Grades**

Incomplete grades are earned only because of excused absences. Generally, two weeks are allowed at the end of a semester grading period to remove a grade of incomplete. After this time the grade automatically becomes an “F” if the work is not completed, and extremely unusual circumstances are not involved. Administrative approval will be necessary to extend this time.

### **Repeating Coursework**

Whenever a student fails to obtain necessary credits in a required course the course must be made up or retaken as soon as possible. Whenever a student fails an elective course, the particular course failed need not be made up or retaken, however, the student must be sure he/she will have enough credits to graduate. The best procedure to follow whenever a course is failed in each and every situation is for the student to visit with the counselor. No credit is given for failed courses.

### **Student/Building Assistance Team**

The Student/Building Assistance teams are designed to help students and families bridge the gap between the school, community, and home. These teams may consist of the teachers who have contact with the student, the guidance counselor assigned to that grade level, the school nurse, the building principal, students and parents, Green Hills AEA resource personnel, and any community members that could be helpful, depending on the situation.

### **Duplicating Coursework**

In most cases when a course is successfully completed it may not be retaken for credit. There are exceptions and you should review each course description (Examples are studio art, pottery.) The principal and teacher's written permission to duplicate any course is required.

### **College Visitation**

Senior students will be excused three days / juniors one day for a college visitation providing the following conditions have been met:

1. The student must have a statement from a contact from the college.
2. The student must have parental permission for visit.
3. The student must pick up "Permission for Make-up Work Before Absence" slip from the counseling office prior to visitation.
4. "Make-up slip" must have the instructor's final okay.

### **Job Shadowing**

Students will be allowed two days per year for job shadowing activities related to vocational education courses. The following process must be met for release from school for job shadowing activities:

1. Must have a scheduled visitation with a business or industry in the Red Oak Community.
2. Students must have written parental permission to visit.
3. Students must pick up "Permission for Make-Up Work before Absence" slip from the counseling office prior to visitation.
4. Students must have permission from the vocational instructor to participate in the shadowing activities.

### **Grade Point Average**

Grade Point Average (G.P.A.) is determined by averaging the grades which students receive in their classes. A G.P.A. is calculated by multiplying the semester credits by and dividing that product by the number of credits which are included in the G.P.A. Courses excluded from the G.P.A. include: Drivers Education and all courses taken Pass-Fail/Satisfactory-Unsatisfactory basis.

Although the Red Oak Community School uses the above method of calculating G.P.A., many colleges

and universities will recalculate the G.P.A. for their own purposes. Other more competitive schools may exclude all courses except the core academic areas.

### Pass-Fail Grading System and the G.P.A.

Course work may be taken on a pass-fail basis, but only with the permission of the instructor and principal PRIOR to the end of the first week of the class involved. Taking courses on a pass/fail basis may affect your GPA, ability to earn certain honors, and class rank.

## **Early Graduation**

In considering an early graduation, the student and his/her parents need to consider seriously the advantages/disadvantages of this option. There should be compelling reasons for pursuing such a course. It is recognized that a few students might better satisfy their particular needs by early completion of high school in order to pursue a career, enrollment in a post secondary school, or to become involved in some other worthwhile endeavor.

1. Application for early graduation shall be submitted to the principal no later than the last day of the fourth quarter of junior year. In extreme circumstances exceptions to the above deadlines may be made upon the recommendation of the high school principal. It is strongly recommended that all students complete four years of high school.
2. The student must earn the required number of credits for graduation from this school that are in effect at the time of application. This includes specific required courses. The eighth semester of required physical education will be waived.
3. Prior to the time an application is filed, the student and his/her parents Or guardians are required to meet with a school counselor to discuss the feasibility of early graduation. Such matters as the student's past record of scholastic achievement, attendance, attitude toward school/teachers, reason(s) for early graduation, and subjects to be pursued in earning credits need to be considered. 4. A request for early graduation is subject to the recommendation of the principal and the approval of the board.
5. A student approved for early graduation forfeits his/her eligibility to participate in all school sponsored or sanctioned activities during the eighth semester and the following summer. This means you cannot participate in prom, class trip, or athletics.
6. Even though the student would earn a diploma before the other students in his or her graduating class, it would not be granted until graduation ceremonies at the end of the school year. The student could elect to take part or not take part in graduation ceremonies but in either case the principal would have to be notified of the decision by January 15.
7. School records would show the student as having met the requirements for graduation effective the last day of their final semester. Grade average and rank-in-class for the student would be determined and listed at the end of the seventh semester. A student graduating early will not be eligible for valedictorian or salutatorian. If needed, the principal will certify early graduation by letter to any college or post high school Institution, or prospective employer requiring proof of graduation.
8. Any student who has been approved for mid-year graduation will be expected to achieve passing marks in elected courses and to maintain regular school attendance. Course schedule changes will not be made to suit the convenience of the student. Course changes will not be made that will adversely affect the course/section balance.
9. Prior to his/her eighth semester, a student may reverse the decision of early graduation. The student would then be required to remain in school and enroll as a full-time student during the final eighth semester.

## Graduation Activities and Honors

All students who have completed all graduation requirements except those with special student status are eligible for graduation activities. Students who have completed all required credits and who have been approved for early graduation are eligible for graduation activities. Those who have completed the Board of Education's requirements for graduation will receive a diploma. Caps and gowns are purchased at student expense in the spring.

Students will need a cumulative GPA of 3.25 to 3.66 will graduate with honors and a GPA of 3.67 and above will graduate with honors and distinction.

## Recognition of Academic Achievement

### **Academic Letter** *\*provided at student request*

To qualify, students must have achieved a G.P.A. of 3.25 or better two consecutive semesters in which they have earned a minimum of seven 7 credits each semester (4 for seniors who qualify for senior release).

### **Attendance Recognition** *\*provided at student request*

Any student who has not missed a class during a semester will receive a certificate recognizing their outstanding attendance.

### **Honor Roll**

The names of students nominated to the honor rolls are published in the Red Oak Express after each semester during the year. The following basis is used in nominating students to the honor rolls.

To be eligible for the honor roll a student must be enrolled in at least 4 academic courses other than instrumental music, chorus, and/or P.E. Honor roll categories are 3.00 to 3.666 (honor roll) and 3.667 to 4.0(high honor roll).

### **National Honor Society**

The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. The purpose of this organization is to recognize enthusiasm for scholarship, service leadership, and character. Student membership in the National Honor Society is based on achieving recognition in these four distinguishing traits. Membership is further restricted to students in the junior and senior classes who have cumulative scholastic grade averages of 3.5 for 4 consecutive semesters.

Students eligible for the Honor Society are requested to submit an application including a summary of all activities, service projects, elected offices held, and volunteer work they have participated in. The final selection of Honor Society members is determined by the number of points accumulated by each applicant based on the application. Installation of Oak Chapter National Honor Society will be in November.

## Student Records and Transcripts

Please report any change in your address, phone number, guardian or individual to be contacted in case of an emergency to the guidance office. Section 99.6 of the United States Department of Education and ROCSD board policy 507.1 grants certain rights and regulations in regard to student records.

1. Right to view records

2. Persons authorized to view student records.
3. Procedures for requesting to view records.
4. Right to request amendment of student record.
5. Dissemination of records.

For complete review of your child's records and who information is kept and distributed please view ROCSD board policy 507.1

If an authorized parent or student feels that their rights have been violated under policy 505.1, they may file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Ave S.W., Washington, D.C. 20202.

### **Transferring from District**

The parents of students wishing to transfer out of the district before graduation, should notify the counseling office in writing as soon as possible. The notice will be on the school's record request form. After such notice is received, the student will receive instructions regarding the return of textbooks, media center materials, locker, equipment, hot lunch, etc. No refunds will be made until all fees or fines have been paid.

## **Student Behavior & Student Discipline**

### **Jurisdictional and Behavioral Expectations**

Staff and administration feel that lessons are best learned when a classroom operates with minimal distractions. These distractions are best handled by the classroom teacher. If a student is referred to the office it is because their behavior is too offensive or persistent to be handled by the teacher. Detentions can be assigned at any time *by any* staff member. In- school suspensions and out-of-school suspensions can only be assigned by a school administrator.

Student misconduct not addressed in this handbook may still be a basis for discipline and conduct that is illegal, immoral, or which causes a disruption to the orderly school environment, and may result in discipline up to and including expulsion.

### **Discipline Matrix**

The provisions of these rules and consequences apply whenever students are involved, such as:

- School activities on property owned by the school
- Travel on school buses
- Off-site, school-sponsored activities, such as field trips
- On-site or off-site school-related problems which are the result of disruptive behavior at school
- To and from school

Cumulative offenses will result in progressive consequences.

Accumulated Offenses-Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the Code of Behavior even though any offenses may not warrant such serious corrective action.

School Behavioral Modifications/Consequences :

**Verbal Reprimand:** Issued to students as a means of decreasing poor or unacceptable behavior and do not usually include a phone call to parents.

**Minor Classroom or Commons Area Detentions:** Offenses which primarily affect only the individual student and will usually result in detention. Parents will be notified through mail of the minor infraction.

**Major Behavioral Concerns:** Serious offenses that cause a disruption to the learning environment. Disciplinary action may be detention, in-school suspension, and out-of-school suspension. Parents/guardians will be contacted.

**Extreme Behavior Concerns:** Major offenses, or an accumulation of, will receive the most severe disciplinary actions. Including out-of-school suspensions and possibly a recommendation for expulsion from the Red Oak Community School District. Parents/guardians will be contacted.

**The following rules, definitions, examples, exceptions, and consequences are used as guidelines. Red Oak CSD Staff has the right to adjust consequences as they deem necessary.**

<u>RULE/DEFINITION</u>	<u>EXAMPLES</u>	<u>CONSEQUENCES</u>
Bomb Threat or Attempt to Bomb, Burn, or to Destroy a School Building or Property: Student conduct which may put others in danger will not be permitted. Threatening is forbidden because it violates the law.		Suspension, legal action & possible expulsion
Bus Violation: Bus rules and regulations must be followed because they ensure safe transport to and from school and protect the rights of others to a safe bus ride.	Profanity, horseplay, littering, creating loud noises, having glass objects, water pistols and other toys, transporting large objects, tampering with equipment, throwing objects out of the window, putting arms or head out the window, making faces or other gestures to passersby or other drivers in traffic, or refusal to follow the directions of the bus driver and/or supervising adult. There is no eating and/or drinking unless allowed by the bus driver and/or supervising adult.	1) Detention and parent notification of future consequences 2) Two-week (2) bus suspension 3) Four-week (4) bus suspension 4) Remainder of year bus suspension
Cafeteria Violation: Cafeteria rules must be followed because they ensure safety and protect the rights of others.  Cars/Vehicles Improper Use: Must be operated in a safe manner in compliance with school rules and state and local laws. Violators are subject to corrective action at school and penalty under law.	No running, cutting in line, throwing food, or leaving trash/trays on the tables or floor.  Reckless driving, speeding, driving or parking in an unauthorized area.	1) Staff discipline/Community Service 2) Detention 3) ISS 4) OSS  1) Warning 2) Parking limited to West gravel lot 3) Parking privileges indefinitely revoked



<p>Cell Phone Use: Student cell phones and other personal communication devices are not to be used or visible during class time anywhere in the building including hallways, restrooms, locker rooms &amp; common areas.</p> <p>When students are sent to the office or suspended, cell phones will be turned into office personnel AND returned to the student when they are sent back to class.</p>	<p>Exception to this rule:</p> <ul style="list-style-type: none"> <li>Students enrolled in college classes will be allowed to utilize their cell phones as required by SWCC to log-in to online courses in the online learning classroom.</li> </ul> <p>Students must ask permission from school administration to use their phones during class time for anything other than the items listed above.</p>	<p><u>1st &amp; 2nd offense:</u> Device(s) confiscated; parent/guardian call home &amp; policy reviewed. Device(s) returned to student at the end of day.</p> <p><u>3rd-5th offense:</u> Device(s) confiscated, parent/guardian call home, parent can retrieve device(s) at any time of day or student can retrieve phone the next morning.</p> <p><u>6th (+) offense:</u> Same as 3rd Offense + 1 Day of in school suspension.</p>
---	---	---

<p>Cheating: Violation of Test Procedures or the Appearance of a Violation: Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on any assignment to be graded as work of a single individual because students are responsible for their own learning.</p> <p>Defiance: The refusal to accept the authority or to carry out the directions of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff.</p> <p>Discrimination: All persons and groups within the school will be treated with dignity and respect because discrimination destroys the learning environment. Discrimination on the basis of age, gender, race, color, religion, national origin, disabilities, economic status, personal or physical characteristics, or other characteristics of individuals or groups will not be tolerated.</p>	<p>Copying homework, allowing someone else to copy your homework, talking to any student or to the teacher without the teacher's permission, talking or giving the appearance of talking during a test or quiz. All assignments must be the student's own work and not done by other students, friends, parents, brothers, sisters, or anyone else in the family.</p> <p>In the classroom, examples are looking at notes (the student's or anyone else's), writing notes on any body parts (such as your hand.) Student's eyes should be on his/her own paper. Testing atmosphere will be maintained throughout the entire testing period, as authorized by the teacher. Students may not talk when others are not finished.</p> <p>Exception: Cooperative learning groups, open-book tests, teamwork.</p> <p>Refusing to do what the staff person asks you to do. Using profanity, threats, or other forms of verbal abuse towards a staff member. When staff gives student directions, the student is expected to comply.</p> <p>Actions, gestures, statements (spoken or written), dress, or symbols which insult, offend, taunt, or demean others because of their individual or group differences will not be tolerated.</p>	<p>1) Teacher discipline, 2) Detention 3) ISS 4) OSS</p> <p>Each time a student is caught cheating or allowing others to cheat, a zero will be given on the assignment or assessment <b>with the student having the opportunity to complete an alternate assignment or assessment before or after school under the guidance of a staff member.</b></p> <p>1) Detention 2) ISS (1 Day) 3) ISS (3 Days) 4) OSS (5 Days)</p> <p>ISS (3 Days) up to OSS (3 Days)</p>
---	---	--

<p>Disrespect: The refusal to accept the authority or to carry out the directions of any school staff will not be tolerated because it disrupts a safe and orderly environment. School staff is defined as any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff.</p>	<p>Making faces, using sarcasm, interfering (butting in) when a teacher is disciplining or reprimanding another student, muttering under your breath, walking away when the teacher or staff person is talking to you, raising your voice when talking to teachers or staff persons, throwing down a book, arguing (asking why), refusing to do what the staff person asks you to do. When staff gives student directions, the student is expected to comply.</p>	<p>Verbal reprimand up to OSS</p>
<p>Disruption - Social Media Related: Specific to posting or commenting on any social media platform during school hours or while on school premises.</p> <p>Disruption: Instructional time and/or any extra-curricular time will not be disrupted by students because disruptions interfere with the learning of others and destroy the continuity of the learning process. This includes classes where there is a substitute.</p>	<p>Actions, gestures, statements (spoken or written) or cryptic messages/postings which insult, offend, taunt, or demean others because of their individual or group differences will not be tolerated.</p> <p>Blurting out in class without recognition, shouting across the classroom, making unnecessary noise (verbal, non-verbal), muttering under your breath, standing up and wandering around the classroom, students talking with one another without the teacher's permission, playing with toys, or writing notes without permission.</p>	<p>ISS (1-3 Days) up to OSS (3-5 Days)</p> <p>Verbal reprimand up to OSS</p>

<p>Dress Code: All students will arrive at school acceptably groomed and attired because improper attire is unsafe and disruptive to the educational process.</p> <p>Staff will report suspected violations of the dress code to Administration or Counseling Department. Those departments will determine if a violation has occurred. If students comply with requested changes no violation will be documented in the students' file.</p>	<ul style="list-style-type: none"> <li>● Shoes must be worn at all times</li> <li>● Any items of clothing considered by Administration to be indecent will not be permitted</li> <li>● When outerwear reveals the absence of undergarments, the student will be sent home/required to change</li> <li>● Apparel or property with suggestive, profane, or inappropriate words or pictures involving drugs, sex, alcohol, or the occult will not be permitted</li> <li>● The following items will not be permitted as school wear: bathing suits, undershirts worn alone, tube tops, crop tops, inappropriate tank tops, bare midriffs (there will be no exposed midriffs allowed), halter tops, or "see-through" garments that expose any inappropriate body parts and any other apparel deemed disruptive to the educational process will not be permitted.</li> <li>● Shorts, skirts and dresses- when standing with arms at sides, the hem must not be shorter than the wrist.</li> <li>● Sunglasses are not to be worn inside any school building unless the parent provides medical documentation.</li> <li>● No Hats, Hoods or other headwear is allowed without approval from administration.</li> </ul>	<ol style="list-style-type: none"> <li>1) Warning/Comply with requested change</li> <li>2) Detention</li> <li>3) ISS</li> <li>4) OSS (1 Day)</li> </ol>
--	--	---

<p><b>Drugs and Other Substances:</b> The possession, use, distribution or attempted distribution of drugs, (illegal, prescription, and/or over-the-counter drugs), alcohol, inhalant intoxicants (including juhls, juhl pods, vaping devices), or look-alikes (placebos) on school property, at school functions, or going to and from school is expressly forbidden because they are illegal and their use results in disruptive behavior which destroys the learning environment.</p>	<p>Having any forbidden substances in your vehicle, locker, your pockets, your purse, your backpack, giving any medicine or pills to a friend, passing around any "look alike" substances, "keeping" or holding a forbidden substance in your vehicle, locker, backpack, or pocket for a friend, "forgetting" you had any forbidden substance in your vehicle, pockets or personal belongings.</p> <p>Exception: Coming to the office to take prescription or over-the-counter medicines when you have brought a note from home and given it to the secretary.</p>	<p>Suspension, legal action &amp; possible expulsion</p> <p>Nicotine Possession is a minimum of 3 Days OSS with student and parent/guardian required to attend a re-entry meeting.</p>
<p><b>Fighting/Physical Abuse:</b> Physical abuse including fighting is not allowed because it causes an unsafe and disruptive learning environment.</p> <p><b>Fire Regulation Violation:</b> Report of false emergencies or tampering with emergency equipment is forbidden because it violates the law and endangers the safety of others.</p> <p><b>Forgery:</b> Forgery is not allowed because it destroys the orderly operation of the school and communication with the home.</p>	<p>Pushing, tripping, intentionally bumping, slamming someone into lockers, throwing, hitting, kicking, pulling hair, biting, punching.</p> <p>Pulling fire alarm, false telephone calls, calls to 911, tampering with or activating fire extinguisher.</p> <p>Falsely and fraudulently making or altering a document. Signing parents'/guardians' name to any document or signing any name to a document that is not your name.</p>	<p>OSS &amp; possible expulsion</p> <p>Suspension, payment of legal fees and legal action.</p> <p>1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)</p>
<p><b>Gambling:</b> Gambling is forbidden because it is illegal and it disrupts the learning environment.</p>	<p>Monetary betting: pitching pennies, betts/games for money, playing cards, or rolling of dice for the purpose of winning money.</p>	<p>1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)</p>
<p><b>Group/Mob Action:</b> Any student who participates in a group/mob action which results in disruption or disturbance at school or school related activity.</p>	<p>Any two or more students with the intent of doing harm to persons, property, or the school environment may be considered a group or mob.</p>	<p>ISS/OSS, possible legal Action</p>
<p><b>Harassment:</b> Words, gestures, or physical contact which offend, intimidate, threaten, abuse, persecute or demean anyone are not allowed. Harassment of students or staff for any reason is prohibited.</p>	<p>Spreading rumors, defaming another person's reputation, bullying, name calling, teasing, and/or spitting. This would include in person and/or online.</p>	<p>1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>

<p>Indecent Exposure: Intentional exposure of part of one's body in a place where such exposure is likely to be an offense against the generally accepted standards of decency in school.</p>		<p>Suspension, legal action &amp; possible expulsion</p>
<p>Indecent Material: Materials that are vulgar, obscene, profane, or offensive are not allowed because they show a lack of respect for others and distract from the educational process.</p>	<p>Possessing or distributing to others 'posters, pictures, written/printed materials, audio recordings, video recordings, trading cards, and computer-based materials which are vulgar, or obscene. Writing notes or stories in class, cafeteria, or elsewhere on school grounds which are vulgar, obscene, profane, or offensive; passing such notes to other students.</p>	<p>Confiscation, ISS</p>
<p>Lockers: A locker is school property subject to the school search and seizure regulation. Lockers should contain no food/drink.</p> <p>Lying: Any verbal or written statement of any untruth and/or the misrepresentation of a person, official record, or other document are not allowed because it destroys a safe and orderly learning environment.</p>	<p>Having a friend who poses as your parent or guardian to call the school for an early dismissal or to excuse your absences; telling the bus driver or your teacher you had permission to stay after when in fact you did not; withholding information; giving a teacher or a substitute the wrong information (name, phone number, etc).</p>	<p>1) Warning/Comply with requested change 2) Detention 3) ISS 4) OSS (1 Day)</p> <p>1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p>Misuse of Technology: See Acceptable Use Policy</p>	<ul style="list-style-type: none"> <li>● Violating the privacy rights of others.</li> <li>● Using, producing, distributing, or receiving profanity, obscenity, or material which offends, threatens, or degrades others</li> <li>● Copying commercial software in violation of copyright law.</li> <li>● Using technology for financial gain or commercial or illegal activity.</li> <li>● Using technology for product advertisement or political endorsement.</li> <li>● Forwarding personal communications without the author's prior consent.</li> <li>● Using technology in violation of other Rules and Regulations of the Code of Behavior.</li> </ul>	<p>1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p> <p>*School issued device is subject to stricter usage limitations as well as confiscation.</p>

<p>Obscenity/Profanity: The use of vulgar or indecent language or gesture, including actions or displays of an obscene nature is prohibited because it is offensive, illegal, shows a lack of respect for others and disrupts the learning environment.</p>	<p>Cursing, profanity, obscene gestures.</p>	<p>Detention ISS or possible OSS</p>
<p>Out-of-Bounds: Not being where you are supposed to be without a pass.</p> <p>Physical Assault or Threat on a Staff Member or Student: The threat of or use of force upon a staff member is expressly forbidden.</p> <p>Possession of Drink Container /Food: Students shall not have glass bottles or other such breakable containers on school property or at school related activities. Students will be allowed snacks in class at teacher's discretion. Students cannot share drinks with other students. Meals are not allowed to be consumed while in class.</p>	<p>Being in the hallways, bathroom, cafeteria, or in an unauthorized area without a pass.</p> <p><b>**Students caught occupying the same restroom stall, will be provided an immediate consequence of ISS.</b></p> <p>Glass/Breakable containers..</p> <p>Eating fast food in the block after lunch because you didn't have time to eat during open lunch.</p>	<p>1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p> <p>Suspension, legal action &amp; possible expulsion</p> <p>1) Warning/Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p>Public Display of Affection: Public display of affection is not permitted because it distracts from the educational process and shows a lack of respect. It can also be considered a form of sexual harassment.</p>	<p>Glass/Breakable containers..</p> <p>Eating fast food in the block after lunch because you didn't have time to eat during open lunch.</p>	<p>1) Warning/Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>

<p>Sexual Misconduct: Unwelcome acts of a sexual nature committed by a student against another student without consent including, sexual advances, requests for sexual favors and/ or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.</p>	<p>Student sexual misconduct may include, but not limited to: unwelcome touching victim or when victim is forced to touch another person's body, coerced sexual intercourse, unwelcome sexual propositions, invitations, or other pressure for sex; implied or overt threats of a sexual nature; making gestures of a sexual nature; unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general.</p>	<p>Suspension, legal action &amp; possible expulsion</p>
<p>Standing By as others Violate Rules: In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the Code of Behavior to teachers, administrators, or other appropriate staff members.</p>	<p>Watching or encouraging others who are breaking school rules.</p>	<p>1) Detention 2) ISS 3) OSS</p>
<p><u>Theft - Minor:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.</p> <p><u>Theft - Major:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.</p>	<p>Thefts valued at \$50.00 or under. Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it into the office.</p> <p>Thefts valued over \$50.00. Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it into the office.</p>	<p>1) ISS 2) OSS (1 Day) 3) OSS (3 Days)</p> <p>Restitution, OSS, legal action &amp; possible expulsion</p>
<p><u>Tobacco/Nicotine Violation:</u> Possession and use of tobacco/nicotine or tobacco/nicotine products, vaping devices, juhls, juhl pods, matches, or lighters are forbidden on school buses, and school property. Smoke/tobacco/nicotine-free and tobacco/nicotine products, matches, and lighters endanger the safety and health of others.</p>	<p>Possession and/or use of cigarettes, snuff, cigars, pipes, dip, nicotine, vaping devices, or chewing tobacco in any of the following: lockers, personal belongings, and cars parked on school property at any time during school or any school activity.</p>	<p>1) 3 Days OSS, legal action 2) OSS (5 Days) 3) Refer to accumulated offenses</p> <p>*All possession of nicotine offenses while in school will be referred to the Red Oak PD &amp; require a student parent meeting prior to readmittance to school.</p>



<p><u>Trespassing Violation</u>: Trespassing (unauthorized visiting at other schools) is forbidden because it is illegal and disrupts the safety and orderliness of the learning environment. A student may be forbidden to trespass on his/her own school property or any other Red Oak school property. Access and use of school property should be by authorization only.</p>	<p>Going to a friend's school without permission during the school day when you have a holiday or early dismissal because of exams or weather. Coming on to school grounds for any reason without permission when you have been suspended.</p> <p>Exceptions: Visiting other schools when they are open to the public, such as for plays, concerts, or athletics. Visiting other schools during the school day when you are part of a school-sponsored group or activity, or when you and your parents have legitimate business to conduct in their guidance or main office.</p>	<p>Suspension</p>
--	--	-------------------

<p>Unauthorized Sales: Unauthorized sales are prohibited because they create disruptions.</p>	<p>Selling candy, gum, drinks, toys, or any other items not approved by the school.</p> <p>Exceptions: Selling items for an authorized school fundraiser during designated times.</p>	<p>1) Teacher discipline 2) Detention 3) ISS 4) OSS</p>
<p>Unsafe Behavior: Unsafe behavior is not allowed because it endangers the safety of others and of the learning environment.</p>	<p>Running in the hall, spitting, pushing, shoving, throwing snowballs, books, or other objects, running alongside the buses, tripping others, horseplay of any kind, or any other action deemed unsafe by school personnel.</p>	<p>1) Staff discipline 2) Detention 3) ISS 4) OSS</p>
<p>Vandalism - Minor: Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.</p> <p>Vandalism - Major: Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.</p>	<p>Refer to Activities guide for Students and Parents Damage of \$50.00 dollars or less. Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books.</p> <p>Damage over \$50.00. Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books.</p>	<p>1) ISS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)</p> <p>Any vandalism can result in possible restitution, legal action</p> <p>L4: Restitution, legal action, suspension Any vandalism can result in possible restitution, legal action</p>
<p>Verbal Assault on a Staff Member or Student: The use of obscene or profane language, harassment, or threats on a staff member.</p>		<p>L4: Suspension</p>

<p>Weapon, Failure to Report: It shall be the responsibility of the student to notify a teacher or an administrator IMMEDIATELY, if they have reason to believe that there is a weapon in school, on school grounds, on a school bus, at the bus stop, or at any school related activity. Disciplinary action, up to and including expulsion, may be taken against any student who know of a weapon and fails to report it.</p>		<p>L4: Suspension, legal action &amp; possible expulsion</p>
<p>Weapon Violation: Weapons are forbidden on school property and at school-sponsored functions at home and away because they prevent a safe, non-violent, orderly school environment.</p>	<p>Any type of operable or inoperable weapon, other chemical agents, bullets, fireworks, other explosives, toy weapons, and other weapons or facsimiles. This also includes objects which may commonly be used in the school. Whether designed as a weapon or not, an object may be considered as a weapon if it is used as a weapon or perceived as a weapon.</p>	<p>L4: Suspension, legal action &amp; possible expulsion</p>

### **In-School Suspension Program**

#### Student Intervention and Behavior

Goal: To create an educational environment where students are held accountable for their actions, learn the skills and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom.

#### Components

- 1) Academics – Students will complete academic assignments while assigned to ISS to ensure continued Academic progress.
- 2) Reconnection – Students will have an opportunity to reconcile with the adult and/or student with whom they had conflict. This can be facilitated through written communication and/or a mediation session.

In-School Suspension is used to create an educational environment, where students are held accountable for their actions. In ISS, office personnel can teach the student the skills and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom. The parent should be notified when a student has been issued an In-School Suspension. Office personnel will review the referral, interview the students, explain the rules, and procedures. The office personnel can provide consultation through the school counselor, which enables the student to identify the underlying problem and eventually correct or improve the misbehavior.

#### **Out-of-School Suspension (OSS):**

An out-of-school suspension may last no longer than 10 days. The suspension notice will be mailed home to parents and to the superintendent of schools. An OSS will bar a student from extracurricular activities during the suspension period. A parent conference is required before the student is readmitted to school. In extreme cases, a suspension may be imposed without a hearing. The hearing would follow as soon as possible. Appeals are possible. For more complete information, see Board Policy.

### **Expulsion:**

A student may be expelled from school by the Red Oak Community Board of Education for a serious violation of rules or regulation approved by the board, or when the presence of the student is considered detrimental to other students.

### **Make-up Work during Suspension:**

Students placed on in- or out-of-school suspension, short term or long term, may receive academic credit if class work is made up by the time the student reports back to his/her regular classes. It is the student's responsibility to see to it that the completed assignments are turned in to his or her teachers.

### **Search & Seizure**

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

Reasonable suspicion may be based upon factors such as:

1. Eyewitness observations by employees;
2. Information received from reliable sources;
3. Suspicious behavior by the student;
4. A student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope will include consideration of factors such as:

1. The age of the student;
2. The sex of the student;
3. The nature of the infraction
4. The emergency required a search without delay.

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

School authorities may seize any illegal, unauthorized or contraband items discovered in a search. Such items include, but are not limited to, illegal drugs, alcoholic beverages, tobacco, weapons, stolen property, etc. Such items are not to be possessed by a student while they are on school district property or property within the jurisdiction of the school district, while on school owned or operated school or chartered buses, while attending or engaged in school activities, and while away from school grounds if possession of same would directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including possible suspension or expulsion and may be reported to local law enforcement. The Board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on school district property.

Student Lockers, Desks, etc. Student lockers, desks or other spaces issued or assigned to a student for storage of items are the property of the school district and students have no legitimate expectation of

privacy in such spaces. The district may conduct random, unannounced periodic inspections of such lockers, desks and spaces. Such inspections will either occur in the presence of the students whose lockers are being inspected or in the presence of at least one other person.

School officials may also arrange for the use of drug sniffing animals in conducting inspections or searches. It is possible that law enforcement may also conduct such inspections or searches. Drug sniffing animals shall not be used by school officials to search a student's body.

The contents of a student's locker, desk or other space may be searched when a school official has reasonable suspicion that the contents contain illegal or contraband items, evidence of a violation of law or school policy or rule: If a student is not present when the student's personal effects are searched, the student will be notified prior to or as reasonably practicable after a search.

### **Dances**

All dances must be approved by the principal. Approval must be requested at least two weeks prior to the date of the dance. All students in attendance are subject to breathalyzer testing if chaperones and / or law enforcement deem necessary. Anyone who leaves the dance will not be allowed to return. Admission may be denied to anyone Based on the principles / sponsors judgment. Junior high students will not be allowed to attend high school dances. high school students will not be allowed to attend Junior High dances. sign-in and sign-out is required. The same rules of conduct regarding student behavior during the school day will apply to dances. all dates that do not attend Red Oak Junior Senior High School must have prior approval 3 weeks in advance by the principal. they will be required to prove their identity with a photo ID. students are responsible for their conduct of their guests. Organization sponsoring dancers must assure that a minimum of three approved sponsors are in attendance for supervision duties. In order to be eligible to attend the dance , the student is required to be in attendance the full day of school if applicable. The following emission rules will be strictly followed.

#### 1) Homecoming:

a. The homecoming dance will end no later than 11:30 p.m

b. ONLY 9-12<sup>th</sup> students enrolled in Red Oak Jr-Sr. High School, or dual enrolled students for extra/co-curricular programs may attend the homecoming dance provided they pay admission and comply with any conditions established.

#### 2) Junior /Senior Prom:

a. The following people are eligible to attend the junior / senior prom:

\* Red Oak High School juniors and seniors.

\* Dates/Guests of the Red Oak juniors and seniors who are under the age of 21 and NOT freshman or younger.

b. Students must wear formal attire or they may be asked to leave the Prom.

### **Due Process**

Before a student is subject to disciplinary action under the Code of Student Behavior, the following minimum steps of due process must be offered to that student.

A. The student must have been informed of the conduct that is expected or prohibited. B. Prior to disciplinary action a hearing will be held with the student at which time notice is given as to what he or she is accused of doing...

C. An opportunity should be given during the hearing for the student to present his or her side of the

story.

D. The administrator must make the decision relating to disciplinary action based upon the incidents that have been appraised from the knowledge gained.

### **Good Conduct Rule**

It is the belief of the Red Oak Red Oak Community School District that participation in school activities is a privilege. Being a part of something greater than oneself is something all students should have the opportunity to experience. School activities have a positive effect in the development of adulthood and citizenship, and all students are encouraged to participate.

Students involved in extracurricular/co-curricular activities represent the school district and are expected to serve as good role models. Students must conduct themselves in an appropriate manner that is in accordance with board policy.

#### **Activities Covered Under the Good Conduct Rule**

The following activities are covered by the Good Conduct Rule: athletics, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming Court, Prom Royalty), class officer or representative, cheerleading, school dances, homecoming dance, prom night activities, or any other activity where the student represents or participates on behalf of the school outside the classroom, and the event attendance does not reflect their educational grade.

#### **Violations of the Good Conduct Rule**

A student wishing to participate in activities covered under the Good Conduct Rule shall not engage in the following conduct, in school or out of school, at any time:

Possess, use or attempt to purchase items containing nicotine (cigarettes, chewing tobacco, juhls, pods, vapes, nicotine oils)

Possess, use, purchase, attempt to purchase alcohol or have presence of alcohol in body.

Attending a function or party where the student knows or has reason to believe alcohol or other drugs are being consumed by minors:

- Students who are faced with this situation have three choices:
  1. Leave immediately (an intention to leave is not acceptable).
  2. If picking up a friend, stay in the vehicle. Away from the possession of alcohol, drugs or nicotine products. Ask who you are picking up to enter your vehicle free of any items that would warrant a good conduct policy violation.
  3. Stay and assume the consequences listed in the penalty chart

Possess, use or purchase illegal drugs, drug paraphernalia, synthetic drugs or prescription medicine (misusage or illegal possession of) as defined by the Iowa Supreme Court – ref. Iowa Codes 124.401 & 155A.21

Ingestion of dangerous substances if abused or not used appropriately: huffing, misuse of over the counter medicines, etc.

Engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

Bullying or harassment of classmates or teammates. *\*after investigation by school or law enforcement concludes responsibility of fault.*

Any items not referenced in this matrix that are considered detrimental to the well-being of ROCSD participants of extra-curricular activities.

### **Determination of Violation**

If a violation of the Good Conduct Rule is observed by a school employee, a school board member, or member of law enforcement it will be reported to a school administrator. **Anonymous reports will not be accepted.** The school administrator will then conduct a meeting with the student to obtain more information before any long term penalty can be assigned. At this meeting the student shall be confronted with the allegation and the basis of the allegation. During this hearing the student will be given an opportunity to give their defense of no wrongdoing. If the student is found to have violated the school's Good Conduct Rule they will be disciplined within the parameters of the Good Conduct Rule. It will be the responsibility of the activities director or his/her designee to keep records of violations of the Good Conduct Rule.

### **Notice of Violation to Student and Parent**

A school administrator or his/her designee, upon making a determination that a student has violated the Good Conduct Rule, shall promptly mail or deliver to the student's parents or guardian a written "Notice of Violation of Good Conduct Rule" containing the following information.

The student's name and the names and address of the student's parents or guardians

A statement describing the time, place, and circumstances of the Good Conduct Rule violation

A statement describing the penalty imposed

### **Violation Consequences**

Violations of the Good Conduct Rule will accumulate by offense over the student's 7<sup>th</sup>-8<sup>th</sup> grade school career. The offenses reset with the beginning of the student's 9<sup>th</sup> grade calendar school year.

Violations of the Good Conduct Rule will accumulate by offense over the student's 9<sup>th</sup>-12<sup>th</sup> grade school career. **A single violation cannot be counted as two penalties.** In the event a

violation includes two offenses (example: nicotine and alcohol) the student will assume the greater penalty.

* = Reducible penalty <i>Reduction policy below</i>	<b>Penalty</b>			
	<b>2 Event dates</b>	<b>6 Event dates</b>	<b>8 Event dates</b>	<b>12 month ban from date of the finding of violation</b>
<b>Nicotine</b> ( <i>possession, use or attempted purchase</i> )		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Bullying or Harassment of: teammates, classmates or ROCSD Staff</b> (after investigation is completed by school administration)	1 <sup>st</sup> Offense	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +	
<b>Arrest and citation to Juvenile or Criminal Court.</b>		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Alcoholic beverages</b> ( <i>possession, attempted purchase, under the influence of</i> )		1 <sup>st</sup> Offense *	2 <sup>nd</sup>	3 <sup>rd</sup> Offense +
<b>Dangerous Consumption/ Use of: huffing of any material, cough medicine, synthetic drugs &amp; prescription medicine</b> ( <i>possession with no subscription &amp; miss use of prescribed drug</i> )			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
<b>O.W.I.</b> ( <i>any charge regardless of conviction</i> )			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +
<b>Possession, use or attempted purchase of any illegal drug or paraphernalia as defined by state statute</b>			1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense +

\*Any items not referenced in this matrix that are considered detrimental to the well-being of ROCSD participants of extra activities will receive consequences based on event, and past infractions made by the student.

## Ineligibility Guidelines

A student's ineligibility will be imposed at the highest level of competition as well as at all levels during the ineligibility period. Should the student participate in more than 1 level (Varsity, JV, and Freshman) on the same date, they will be ineligible for all levels. Multiple ineligibility penalties cannot be served on the same date.

Students ineligible for co-curricular activities/performances shall only miss activities that are not required as part of a course grade. Activities that have an impact on a school course will be identified in writing and communicated with the activities director at the start of each school year.

The period of ineligibility is imposed immediately upon a finding of a violation if the student is eligible for, and currently engaged in, an extra/co-curricular activity. If a student is not engaged, or if ineligibility is not completed during the current activity, the period of ineligibility will be carried over to the next activity, contest, performance or school function (including productions, mini singers, jazz band, FFA, homecoming functions & prom functions).

For the penalty to stand, students are also expected to end their extra/co-curricular activity in good standing if they serve a good conduct penalty. Students who do not complete their season in good standing will serve their ineligibility in his/her next season of participation, or school performances or school functions prior to the next activity the student participates in (including productions, mini singers, jazz band, FFA, homecoming functions & prom functions).

Students will only be allowed to serve penalties as a manager if they were already a manager or participant the previous season for the program served in. Students who are first time managers to a program will not be allowed to count that time as completion towards their penalty.

A student and their parents or guardians must meet with the head coach of a program if a student wishes to compete in an activity, they had not previously been a part of. The coach, student and parents must agree to the coach's requirements to finish the season in good standing. If the student and parents or guardians do not agree with the coach's expectations this season will not count towards penalty fulfillment.

In the event a student is ruled academically ineligible, the thirty days of academic ineligibility shall be served in full before the continuance or start of a good conduct violation penalty. No penalties will ever be allowed to "double-up" and served congruently.

If a student violates the Good Conduct Rule while already ineligible, the first ineligibility must be served before the next (second/third) penalty is imposed. No penalties will ever be allowed to "double-up" and served congruently.

An ineligible student shall attend all practices or rehearsals but may not "suit up" for contests nor perform/participate.

If the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. All penalties will expire 12 months from the date of the finding of a violation



## Penalty Reduction – Service Contract

Students can receive a penalty reduction of 50% for 1<sup>st</sup> offense items in matrix with a (\*) by contracting service hours through the district's Student Support Coordinator. Service Contract forms can be found in the Athletic Director's office. Reductions can only be made by those indicated in the matrix. All events/competitions/or contests under this policy are included in the reduction. Required hours for reduction in penalty are as follows:

<b><i>Offense reduction</i></b>
<b>10 hours</b>

*The reduction of penalty can only occur if all contracted hours are completed before the entire penalty is fulfilled.*

## Transfer Student

If a student transfers to Red Oak High School from another school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the student shall serve the penalty in accordance with the Red Oak Good Conduct Rule. If the ROHS administration determines that there is general knowledge of a student's misconduct in a previous district, the activities director or his designee will contact the student's previous school district for confirmation of reported information.

## Additional School Consequences

Unless the student violated the Good Conduct Rule on school grounds or at a school event, there will be no additional consequences (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) for the violation.

## Appeals

Any student who is found by the administration to have violated the Good Conduct Rule has the right to ask for an appeal in writing to the superintendent within 3 school days of being informed of the penalty for the violation. *If an appeal is made, the suspension shall remain in effect pending the outcome of the appeal process.*

If the student, and/or parent/guardian, wants to appeal the decision of the superintendent, they may seek further review by the school board by filing a written appeal with the board secretary within 3 school days following the decision rendered by the superintendent. The review by the board will be conducted at the next regular or special board meeting. The review will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.

## **Student Assistance Team**

The assistance program has been developed to help students deal with problems and other difficulties that interfere with the students' ability to be successful at school. This team of volunteers is merely advisory. This program is confidential and no records of involvement are kept in a personal file.

### **Reasonable Suspicion at Activities**

The Board prohibits the use of alcohol and drugs by students attending school-sponsored activities or activities held on any school premises. The following guidelines will apply to all school-sponsored activities or activities held on any school premises:

- In order to determine whether or not reasonable suspicion exists, appropriate school personnel, designated as "school function safety employees", will be trained in the identification of individuals who may be under the influence of alcohol or drugs.
- If reasonable suspicion of alcohol use exists, a breathalyzer test may be given to the student by a school function safety employee. If the test is positive for alcohol, law enforcement will be called to handle the situation. School disciplinary measures also will be in effect.
- If reasonable suspicion of drug use exists, parents will be contacted and given the option of taking the student for a drug test at the hospital at district expense. If the student tests positive, school disciplinary measures will be in effect. If the test option is refused, school disciplinary measures still may be in effect.

### **Emergency Drills:**

Emergency drills will be conducted throughout the year for fire, tornado, weather, or other disasters. Emergency procedures are posted in every classroom and will be reviewed with all students by their teachers.

#### **a. Fire Drills- EVACUATE!**

- 1.) Notification for fire drills will be made with the fire alarm system.
- 2.) Be quiet. Oral directions may be given. Your life may depend upon hearing them.
- 3.) Walk quickly, but carefully. Don't risk falling – this could cause you, and probably others, bodily harm.
- 4.) Treat drills as though a real emergency exists. Then you will be ready if we ever have a genuine emergency.
- 5.) Staff will direct students as to the safe location located outside of the building.

#### **b. Tornado Warning, Tornado Drills- SHELTER!**

The emergency shelter plan will be put into action for tornado drills or upon being notified of a tornado warning.

- 1.) Classrooms will be notified via the intercom system.
- 2.) Faculty members are to accompany their students to the designated areas of safety and remain with them during this time.

- 3.) No students will be dismissed until the “all safe” is given.
- 4.) All areas will be notified when it is “all safe” and may return to their classrooms.

### **c. Crisis Procedures**

In crisis situations school administration will determine the appropriate measures taken with students and staff to keep students and staff safe.

**LOCKOUT!** – Get Inside. Lock Outside Doors.  
Return to normal business. Bring everyone indoors. Lock perimeter doors.  
Increase situational awareness.

**LOCKDOWN!** – Lock All Doors. Shut Off Lights. Get Out of Sight.  
Move out of sight. Maintain silence. Do not open any door. Lock interior doors. Turn off lights.

**EVACUATE!** - TO ANNOUNCED LOCATION  
Bring your phone. Lead student to evacuation location. Leave stuff behind. Follow instructions. Communicate missing, extra or injured students.

**SHELTER!** – Hazard and Safety Strategy  
Tornado – Evacuate to shelter area  
Hazmat – Seal the room  
Earthquake – Drop cover and hold

## Parent/Guardian, Student Signature Page

**Student Name** (printed): \_\_\_\_\_

Your signature indicates that you have been provided a copy of or accessed online the Red Oak Jr-Sr. High School Student/Parent Handbook and understand that you are responsible for adhering to the rules and regulations within, as approved by the Red Oak Community School's Board of Directors.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
Date

**Parent/Guardian** (printed): \_\_\_\_\_

Your signature below indicates that you and your child have received a copy of the rules and regulations in the Red Oak Jr-Sr. Student/Parent Handbook, and you understand that your child must adhere to these rules and regulations as approved by the Red Oak Community School's Board of Directors.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
Date