

**Red Oak
Community School District**

**Serving
Pre – Kindergarten through Grade 12 Students
In
Red Oak, Iowa**

**Parent/Student Information for All
Students
2015 - 2016**

Vision Statement:

The Red Oak Community School District's vision is: Excellence for All . . . Whatever It Takes!

The Belief of the Red Oak Community School District

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.

The Educational Philosophy of the Red Oak Community School District

The Red Oak Community School District affirms that the ultimate purpose of education is to help students become effective citizens of a democracy. Acting through its Board of Directors, the Red Oak Community School District is dedicated to providing equal education to all enrolled students.

Culture of the Red Oak Community School District

Our culture is a belief and value system that defines the public's perception of us, as well as our perceptions of each other. It influences how we work, how we treat students and each other, and it is something we all have an important role in defining and implementing regardless of our job description. Some important aspects of our culture include but are not limited to:

- We keep students as our central focus.
- We expect hard work, risk-taking and continuous growth.
- We desire to work and live as a professional learning community.
- We create an environment for students and staff that promotes understanding, respect, and a celebration of individuality and diversity.
- We engage the Red Oak Community in achieving our vision – Excellence for All!
- We promote teamwork throughout the district to achieve our vision.
- We incorporate joy, fun, humor, and celebration in what we do.
- We develop leadership skills at all levels.
- We include stakeholders in our decision-making processes.
- We practice effective communication throughout the district.
- We encourage innovation but practice the effective and efficient use of our limited resources.

Statement on Human Dignity and Diversity

As an Iowa public school district, the Red Oak Community School District recognizes and respects the dignity of each individual regardless of age, culture, religion, color, ethnicity, race, national origin, gender, sexual orientation, language, disability, economic status, creed, marital status, handicap, military or veteran status, ancestry, political affiliation, homeless status, or any other factor provided for by state and federal laws and regulations.

Non Discrimination Policy

It is the policy of the Red Oak Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, age, socio economic status or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. 794), and the Americans with Disabilities Act (42 U.S.C. 12101, et seq.). Inquires or grievances regarding compliance may be directed to the Educational Equity Coordinator, Tom Messenger, Superintendent of Schools (or his designated representative), Red Oak Community School District, 2011 North 8th Street, Red Oak, Iowa, 51566.

Learning Centers in the Red Oak Community School District are:

- Red Oak Early Childhood Center at the Webster Building which includes: the Early Childhood Special Education Program, the Right Start Four Year Old Program, the Red Oak Head Start Program, and the Kaleidoscope Four Year Old Program
- Inman Primary School – grades kindergarten through three
- Washington Intermediate School – grades four and five
- Red Oak Middle School – grades six through eight
- Red Oak High School – grades nine through twelve and the Red Oak Alternative School located in the Technology Center Building.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a matter fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors, and guests with respect and courtesy.

This handbook and school district policies, rules and regulations are in effect while students are on school district property or property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses leased to the school; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves other students or staff.

School district policies, rules and regulations are in effect twelve months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurs while school is in session or while school is not in session.

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

Student misconduct not addressed in this handbook may still be the basis for discipline. Conduct that is illegal, immoral, or which causes a disruption to the orderly school environment may result in discipline up to and including expulsion. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about current enforcement of the policies, rules, regulations or student handbook of the school district.

Definitions

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

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Red Oak Community School District Administrative Center at 623-6600 for a waiver form. This waiver does not carry over from year to year and must be completed annually.

For the 2015 – 2016 school year, student textbook fees are:

- Inman Primary and Washington Intermediate \$30.00
- Red Oak Middle School \$50.00
- Red Oak High School \$50.00
- Kaleidoscope Preschool and Early Childhood Model Students \$30.00 per month full pay
\$15.00 per month qualified pay
- The student activity ticket is \$50.00, Adult Pass \$60.00, Family Pass \$160.00
- 2015 – 2016 school year meal prices are:
 - All Schools: student breakfast--\$1.50/day
 - Adult breakfast--\$1.80/day
 - Inman Primary School student lunch \$2.35 per day
 - Washington Intermediate, Middle School, and High School student lunch \$2.50 per day
 - Adult lunch \$3.50 per day
 - Extra milk for all .45 cents per carton

Second (extra) lunches for students will cost the same as an adult lunch - \$3.50

Emergency Forms

At the beginning of each school year parents must file or update an emergency form with the school office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. Parents must notify the building office if the information on the emergency form changes during the school year.

STUDENT ATTENDANCE

Inclement Weather

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over Radio Stations: KCSI Red Oak, KMA Shenandoah, KSOM Atlantic, Omaha TV Stations: KETV Channel 7, Action 3 News, WOWT Channel 6, Fox 42 KTPM. A missed day will be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means in addition to the school district's website. In 2014 - 2015 there are two built-in snow make-up days. These are: February 16 and April 6. If not needed, they will become school holidays.

Extracurricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed are generally cancelled and rescheduled. The administration may make the decision to allow curricular activities or practices.

Announcements will be made in the same manner as the notification of school being dismissed.

2015-2016 School Calendar

Start –Finish
(August 26 – May 27)

Summary of Calendar
Days/Hours in classroom:
First Semester 90
Second Semester 90
TOTAL DAYS/HOURS 180

CALENDAR LEGEND

Quarter Start
 Quarter End
 Holidays
 Vacation Days

HOLIDAYS:

Labor Day (9/7)
 Thanksgiving Day (11/26)
 Christmas Day (12/25)
 New Year's Day (1/1)
 Memorial Day (5/30)

PROFESSIONAL DEVELOPMENT 2 HOUR EARLY RELEASE

August 26
 September 2,9,16,23
 October 7,14,21,28
 November 4,11,18
 December 2,9,16
 January 6,13,20,27
 February 3,17,24
 March 2,9,16,30
 April 6,13,20,27
 May 4,11,18

2 HOUR EARLY RELEASE

September 29
 October 1
 November 25
 December 23
 February 9,11
 Last Day of School

August					Student Days/Hours	
M	T	W	Th	F		
03	04	05	06	07		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28	3	
31					1	
September						
	01	02	03	04	4	
07	08	09	10	11	4	
14	15	16	17	18	5	
21	22	23	24	25	5	
28	29	30			3	
October						
			01	02	2	
05	06	07	08	09	5	
12	13	14	15	16	5	
19	20	21	22	23	5	
26	27	28	29	30	5	
November						
02	03	04	05	06	5	
09	10	11	12	13	5	
16	17	18	19	20	5	
23	24	25	26	27	3	
30					1	
December						
	01	02	03	04	4	
07	08	09	10	11	5	
14	15	16	17	18	5	
21	22	23	24	25	3	
28	29	30	31			
January						
				01		
04	05	06	07	08	5	
11	12	13	14	15	5	
18	19	20	21	22	4	
25	26	27	28	29	5	
February						
01	02	03	04	05	5	
08	09	10	11	12	5	
15	16	17	18	19	4	
22	23	24	25	26	5	
29					1	
March						
	01	02	03	04	4	
07	08	09	10	11	5	
14	15	16	17	18	5	
21	22	23	24	25	5	
28	29	30	31		4	
April						
				01	1	
04	05	06	07	08	5	
11	12	13	14	15	5	
18	19	20	21	22	4	
25	26	27	28	29	5	
May						
02	03	04	05	06	5	
09	10	11	12	13	5	
16	17	18	19	20	5	
23	24	25	26	27	5	
30	31					
June						
		01	02	03		
06	07	08	09	10		
13	14	15	16	17		

180 Day Calendar

Date	Events
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<p>Aug 19-20 New Staff Days Aug 21-25 Professional Development Aug 26 Begin Q1/S1</p>	<p>Sept 7 Labor Day (No School) No School Election in Even-numbered Years Sept 29 Parent Teacher Conferences</p>
<p>Oct 1 Parent Teacher Conferences Oct 2 No School Oct 28 End Q1 (45 Days) Oct 29 Begin Q2</p>	<p>Nov 26-27 Thanksgiving Holiday (No School)</p>
<p>Dec 24-31 Winter Break (No School)</p>	<p>Jan 1 New Year's Day (No School) Jan 12 End Q2/S1 (45/90 Days) Jan 13 Begin 2nd Semester Jan 18 Prof Dev (No School)</p>
<p>Feb 9 & 11 Parent Teacher Conferences Feb 12 No School Feb 15 Snow Make Up Day</p>	<p>Mar 17 End Q3 (45 days) Mar 18 Begin Q4 Mar 21-25 Spring Break</p>
<p>Apr 22 Snow Make Up Day</p>	<p>May 27 End Q4/S2 (45/90 days) May 30 Memorial Day</p>

STUDENT HEALTH, WELL-BEING AND SAFETY

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Student Insurance

Accidents do happen and to help meet the cost of these accidents, Student Assurance Services insurance is made available to you. In grades 7-12, every athlete, student manager, and cheerleader is required to have some form of adequate insurance protection. Information concerning insurance plans is available in the office.

Immunizations

Iowa's immunization laws state that the following vaccines are required of all elementary and secondary age children:

Tdap – For All kids entering 7th grade. New Iowa State Law 2013

DTP/DtaP—A minimum of three doses of diphtheria, tetanus, and pertussis vaccines. At least one of the doses must be given after the 4th birthday.

OPV/IPV—A minimum of three doses of polio vaccine. At least one of the doses must be given after the 4th birthday.

MR/MMR—Two doses of measles and rubella vaccine (MR or MMR) are required for any child who enrolled in school for the first time on or after July 1, 1991. Mumps is not a required vaccine in Iowa.

HBV—Children born on or after July 1, 1994, must show proof of three doses of hepatitis B vaccine.

CHICKENPOX—Children born on or after September 15, 1997, shall have proof of at least one dose of Varicella vaccine given on or after 12 months of age or have a diagnosed history of natural disease.

PROVISIONAL ENROLLMENT—Children who have begun but not completed the required immunizations may be granted provisional enrollment. To qualify for provisional enrollment, children shall have received at least one dose of each of the required vaccines or be a transfer student from another school system. The amount of time allowed for provisional enrollment shall not exceed 120 calendar days **or** the remainder of the semester in which the child is currently provisionally enrolled, whichever is greater. During this time, the immunizations must be completed and the information reported to the school.

EXCLUSION FROM SCHOOL—At the end of the provisional enrollment period, the child must be excluded from school by the admitting official (principal or superintendent) if the required immunizations have not been documented or if the doctor has not extended the provisional period. Children without proof of at least one dose of each of the required vaccines may not attend school.

WAIVER TO IMMUNIZATIONS—Exclusions to these rules are permitted on an individual basis for a medical or religious reason complying with IAC 641-7.3(1) and IAC 641-7.3(2).

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students entering school for the first time at any grade level must have a physical examination.

Students participating in athletics in grades 7-12 are required to provide a school district physical examination form (forms are available at the District Administrative Center or any school office) signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport. As per IHSAA and IGHSAA guidelines, athletic physical examinations are valid for one year. Forms are available at the District Office.

Administration of Medication

In Iowa only a licensed physician is qualified to make a diagnosis and prescribe drugs. If there is a reason to suspect a possible health problem, the child's parent/guardian should be notified with the suggestion that the child be seen by a doctor.

No medication (prescription or over-the-counter) shall be kept on the person of students or in their personal belongings. No student shall self-administer medications at school, except for special situations and with prior approval by the school nurse.

When a child is to receive a medication during school hours, the following conditions shall apply:

Prescription Medication

- 1) The drug must be in the original container, prepared and labeled by the pharmacist, and clearly showing the name of the child, name and dosage of the medication, time of day that it is to be given, and the name of the physician. The label on the pharmacy bottle will serve in lieu of the physician's signature in most cases.
- 2) Depending upon the type of medication, the school nurse may request that written instructions over the prescribing doctor's signature be on file at the school.
- 3) Written permission over the parent/guardian signature must be on file at the school.
- 4) Under no circumstances should medication be furnished by the school.
- 5) All medication shall be left in the charge of the nurse or school official to be given to a child at prescribed times.
- 6) The school nurse may contact the child's doctor if there is any question regarding the administration of the medication.

Non-Prescription Medication

- 1) Written permission over the parent/guardian signature giving the child's name, name of the medication, dosage and times of administration shall be on file at the school.
- 2) The medication shall be provided by the parent/guardian in the original container labeled by the manufacturer.
- 3) Under no circumstances should the drug be furnished by the school.
- 4) All medication shall be left in the charge of the nurse or school official to be given to a child at prescribed times.
- 5) The school nurse may determine that such medication should not be administered to the child. In such cases, the nurse shall attempt to contact the parent/guardian orally. The nurse shall then notify the parent/guardian in writing that the medication was not given and the reasons therefore.

Parents/guardians may administer a dose of medication to their own child(ren) after notification to administration or supervisory staff, of their intent to give medication.

Student Illness or Injury at School

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel if necessary and attempt to notify the parents as to where the student has been transported for treatment.

Students **MUST NOT LEAVE THE BUILDING** because of illness without administrative authorization. The following guidelines are reviewed to better acquaint you with our nursing services.

- 1) Please report all communicable diseases to the school nurse's office.
- 2) No medical care beyond first aid will be given by the nurse or other school personnel.
- 3) Medication policy: all prescription and non-prescription drugs are to be registered with the school nurse. Any medication that is taken for more than 10 consecutive days must have a written order from a physician and the drug must be in the original container from the pharmacy.
- 4) Medical excuses from physical education must be given to the building office and/or to the physical education teacher.
- 5) Students will be dismissed from school with a temperature of 100 degrees or above.

Feel free to contact the school nurse when your child has a health problem or whenever the nurse can be of service. The school nurse is Mrs. Heather Hall. She can be reached by contacting any school office.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox. At the discretion of school officials, children can be sent home when live lice are found.

Health Screening

Throughout the year the school district sponsors health screenings for vision, hearing, and scoliosis. Height and weight measurements are recorded for each registered student. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Teacher Qualifications

Parents/Guardians in the Red Oak Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the office of the superintendent by calling 712-623-6600 or by sending a letter of request to Mr. Tom Messinger, Superintendent, Red Oak Community School District, 2011 North 8th Street, Red Oak, IA 51566.

Abuse of Students by School District Employees

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

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

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

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances which create an objectively hostile school environment:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an objectively intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building counselor, or designee will be responsible for handling all complaints by students alleging bullying or harassment. The board secretary or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- Publication in the district newspaper, and
- A copy shall be made to any person at the Red Oak Community School District Central Office, 904 Broad Street, Red Oak, IA 51566.

Legal Reference: 20 U.S.C. §§ 1681.
29 U.S.C. § 794 (1994).
42 U.S.C. §§ 2000d-2000d-7 (2004).
Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
Iowa Code §§ 216.9 (2007).
281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of Complainant: _____

Position of Complainant: _____

Date of Complaint: _____

Name of Alleged Harasser or Bully: _____

Date and Place of Incident or Incidents: _____

Description of Misconduct: _____

Name(s) of Witness(es) (if any): _____

Evidence of Harassment or Bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony, Interview: _____

Description of Incident Witnessed: _____

Any Other Information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

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

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

COMPLAINT PROCEDURE

A student who believes that he/she has been harassed or bullied will notify the building counselor, the designated investigator. The alternate investigator for students is a counselor from another district attendance center. An employee who believes that he/she has been harassed or bullied will notify the board secretary, the designated investigator. The alternate investigator for employees is the principal of an attendance center at which the employee does not work. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

For students, the investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. For employees, the investigator, with the approval of the superintendent, or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal for students or to the superintendent for employees. The investigator will provide a copy of the findings of the investigation to the principal for students or to the superintendent for employees.

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal in the case of students or the superintendent in the case of employees may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal or superintendent may, at their discretion, interview the complainant and the alleged harasser. The principal or superintendent will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal or superintendent will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

STUDENT RECORDS

Educational Records

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

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

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request.

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

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

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1, 2015 to the principal. The objection needs to be renewed annually. Directory information includes:

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

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the Juvenile Court Services contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any school disciplinary proceeding or court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

STUDENT RIGHTS AND RESPONSIBILITIES

Code No. 102.E1

SECTION 504 NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Red Oak Community School District are hereby notified that this school district does not discriminate on the basis where women, men, minorities, persons with disabilities, sexual orientation, gender identity, race, color, creed, national origin, religion, age, marital status in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504 or Iowa Code §280.3 is directed to contact:

(Title) Superintendent of Schools

(where located) Administrative Center, 2011 N 8th Street, Tech Bldg., Red Oak, IA 51566

(telephone number) (712) 623-6600

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504 and Iowa Code 280.3 (2003).

Red Oak Community School District Technology Acceptable Use Policy

Introduction

Because 21st century skills are a vital part of the school district curriculum and management of district business, appropriate technologies will be made available to employees and students. These resources include access to the Internet and other network files or accounts by using computers or other digital devices that may or may not be owned by the district. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through outdated means.

Students will be able to access the Internet through their teachers. Students, faculty, and staff may hold network accounts and district-issued email accounts. The person in whose name an account is issued is responsible at all times for its proper use. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school. The district trusts assigned users to make responsible use of computing resources. The district also maintains a guest network that provides Internet access only. Users of the guest network are expected to comply with the current Technology Acceptable Use Policy. Employees and students will be instructed on the appropriate use of the Internet.

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

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

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

In this digital age, student records, assignments, and on-line classes are often available via the Internet. Red Oak Community School District will implement appropriate security measures to ensure that data is available only to those who have valid reason to access the data. It is the responsibility of parents, students, and district staff to keep passwords confidential and change passwords periodically.

Employee, Student, and Parent/Guardian Agreements

All employees, students and parents are expected to read the Red Oak Community School District Technology Acceptable Use Policy. All employees are required to sign the Red Oak Community School District Employee Technology Usage Agreement.

Parents/guardians of all students under the age of 18 are required to sign the Red Oak Community School District Student Access Release and Authorization Agreement before students will be granted access to the district’s technology resources. This will be available upon registration. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the district in writing. If access is removed at any time, the agreement must be resubmitted. Students in grades 6-12 will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of policy or regulations.

Students and parents of students who are provided a laptop through the One to One program must read the Student/Parent Laptop Handbook. A signed Laptop Computer Use Agreement must be on file with the District Technology Director prior to that student receiving a laptop computer.

Ownership

Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. All user accounts issued by the district are considered property of the district. The district allows users to access some or all of these resources for the reasons listed in this policy. These user guidelines extend beyond the school district’s physical building, such as school issued email accounts, hardware, or software used when off the school district’s property. Staff members or students will not retain proprietary rights related to the materials designed or created by such user if district hardware/software is used unless those rights are transferred to the user.

Network access, Internet access, and hardware are provided to support the educational goals set forth by the Board of Directors and to contribute to efficient management of district business. The district has the responsibility to maintain the integrity, operation, and availability of its hardware and network for access and use. The district does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using district-owned hardware or network resources.

Occasionally, through routine monitoring or maintenance, duly authorized personnel have authority to access individual files or data. Users should not expect that anything stored on school computers or networks will be private. Software may be used to monitor computer usage, system information, and remotely observe and manage network technology.

Electronic Communication

Electronic forms of communication have become the norm in many aspects of the educational process and management of a school. This includes, but is not limited to email, certain social media, discussion boards, and blogs. The Red Oak Community School District will grant email and other accounts to staff members and students as needed. These accounts are owned by the district and can be terminated at any time. Students will have their accounts disabled upon graduation or

on their last day of enrollment at Red Oak Community Schools. Staff members leaving the district will have their accounts disabled as of their final contract day unless other arrangements are made.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Code No. 605.6R1

INTERNET - APPROPRIATE USE REGULATION

- I. Responsibility for Internet Appropriate Use.
 - A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
 - B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
 - C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge. Violations relating to or supporting of illegal activities will be reported to law enforcement agencies.

- II. Internet Access.
 - A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
 - B. Students will be able to access the Internet while at school under the supervision of a staff member. Individual student accounts and electronic mail addresses may be issued to students at this time.
 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
 4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 6. Users will be allowed to download and upload files that pass the requirements of the virus protection and/or content filter technologies that are in place.
 7. The school district makes no guarantees as to the accuracy of information received on the Internet.

- III. Permission to Use Internet
 - A. Annually, parents of students under the age of 18 will grant permission for their student to use the Internet using the prescribed form.
 - B. All employees will sign the "District Employee Technology Usage Agreement" and return it to the Central Office.
 - C. People using the guest wireless network to access the Internet will be required to agree to the terms of use before they are granted access.

- IV. Student Use of Internet.
 - A. Equal Opportunity - The Internet is available to all students who have permission to use the Internet within the school district under the supervision of a staff member. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

1. It is possible that students in grades 6-12 who have a school-issued device as part of the 1:1 program will access the Internet without direct supervision of a staff member during the school day.
 2. Students in grades 6-12 who have a school-issued device as part of the 1:1 program will be able to access the Internet while away from school. Because they will be accessing the Internet via the school's Internet service and content filtering technology, the same rules apply.
 3. The Internet is available to all staff that has a District Employee Technology Usage Agreement on file with Central Office.
- B. Digital Citizenship
1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, employees and students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
 2. Internet Safety
 - a. Users shall not post personal contact information on the Internet with district-owned devices. This includes name, age, gender, home address, or telephone number. This does not include posts made on the school's learning management system.
 - b. Users should not share personal photos, personal videos, or photos/videos of others that do not support the curriculum or that are inappropriate.
 - c. Students shall not engage in instant messaging or social networking sites at any time during the school day except when such has been approved for classroom use.
 - d. Students should inform district personnel of any threatening, derogatory, or obscene communication immediately.
 3. Cyberbullying— The Board Policy forbids cyberbullying. For the purposes of this policy, “cyberbullying” shall mean using digital communication capabilities on any electronic device to bully others by:
 - a. Sending or posting cruel messages or images
 - b. Threatening others
 - c. Excluding or attempting to exclude others from activities or organizations.
 - d. Starting or passing on rumors about others or the school system.
 - e. Harassing or intimidating others.
 - f. Sending angry, rude, or vulgar messages directed at a person or persons privately or to an online group.
 - g. Sending or posting harmful, untrue or cruel statements about a person to others.
 - h. Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger.
 - i. Sending or posting material about a person that contains sensitive, private, or embarrassing information, including forwarding private messages or images.
 - j. Engaging in tricks to solicit embarrassing information that is then made public.
 4. Employees and students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
 - e. **Copyright**—The Red Oak School District views copyright as a critical issue in regards to 21st Century learning. Copyright, and the related areas of trademark and licensing, are one of the most important issues to be addressed and taught to students. Copyright protects the rights of creators and users of information. Students and staff members of the Red Oak Community School District are expected to follow copyright law.

- 1) **Plagiarism**—The dictionary defines plagiarism as “taking ideas or writings from another person and offering them as your own.” The person who leads readers to believe that they are reading original work when it is copied, is guilty of plagiarism. The person who created a piece of work, should always be given credit. With the amount of cutting and pasting that is done via the Internet, it is important that the guidelines of plagiarism are followed and credit is always given to the author of any piece of work.
 - 2) **Fair Use**—Fair use is part of the copyright law, and can be used when completing school work. If copying is not specifically prohibited in the copyright law, then it may be allowed under fair use. Users need to make good decisions about the specific circumstances in which they are using others’ work. Students and employees of the Red Oak School District are expected to follow the fair use guidelines that are provided in the Board Policy Manual.
 - 3) **Public Domain**—Users may upload creative works that are in the public domain for their own use. Users are responsible for determining whether a program is in the public domain.
 - 4) **File Sharing**—The installation and/or use of any Internet-based file-sharing tools is prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).
5. Email—Employees and Students should use only district-assigned email accounts or other approved forms of digital communication while at school. Employees and students are expected to adhere to the following guidelines:
- a. School-issued email accounts will be accessed using the district supported and approved client software.
 - b. Users are responsible for their passwords and accounts. At no time should one share his or her passwords with other users. Users are not to use, or allow others to use their email or other accounts. Any inappropriate use can result in the loss of the account as specified in the Acceptable Use Policy.
 - c. Information transported using district email and other district owned accounts is not to be considered private, secure, or confidential. All electronic communication generated on district-owned hardware is considered the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.
 - d. Email and other electronic communication should reflect professional standards at all time. School accounts should only be used for school related correspondence. With regards to personal email use, occasional sending or receiving of personal messages by staff or students is inevitable. This type of incidental personal use is permitted providing it does not violate district policy, adversely affect others, the speed of the network, or the employee’s professional responsibilities, including using instructional time for personal communication.
 - e. District owned resources should never be used for the conduct of any personal, discriminatory, or unlawful business. This includes use for commercial purposes, advertising, and political lobbying.
 - f. In addition to the regulations listed above, users are expected to adhere to the following guidelines:
 - 1) Read email on a regular basis
 - 2) Delete unwanted messages immediately
 - 3) Use of vulgar and/or abusive language is prohibited
 - 4) Always sign your name to a message
 - 5) Acknowledge that you have received a document or file that someone has sent to you

C. Restricted Material

1. Employees and students will not intentionally access, transmit, or download any text file or or engage in any conference that:
 - a. includes material which is obscene, libelous, indecent, vulgar, profane or lewd.
 - b. advertises any product or service not permitted to minors by law.
 - c. constitutes insulting or fighting words, the very expression of which injures or harasses others.

- d. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities.
- e. will cause the commission of unlawful acts or the violation of lawful school regulations.
- 2. Users agree to inform an appropriate district employee immediately if he or she:
 - a. accidentally enters an internet site that is inappropriate as defined by this policy.
 - b. accidentally changes the configurations on any computer.
 - c. receives a message which makes him or her uncomfortable or is offensive.
- 3. Use of social network sites, game sites, chat rooms, and other similar sites, except under the direction of a classroom teacher during instructional hours is prohibited.
- 4. Any user of district technology resources used in the context of the school is prohibited from viewing, sending, or composing any digital communication that indicates or suggests unethical or illegal solicitation, racism, sexism, language that is inappropriate for the educational setting, cyberbullying, harassment, pornography, and other issues, including those defined by the nondiscrimination policy of the district.
- 5. Employees and students are prohibited from installing any unauthorized software, including personally owned software, on district-owned computers without permission from the district technology director.
- 6. All users are responsible for ensuring that any storage media that is brought in from outside the school are virus free and do not contain any unauthorized or inappropriate files as defined in this document.

D. Unauthorized Costs - If an employee or student gains access to any service via the Internet which has a cost involved or if an employee or student incurs other types of costs, the user accessing such a service will be responsible for those costs.

E. Abuse of Network Privileges

- 1. Employees and students will not use the network in such a way that would disrupt the use of the network by others.
 - a. Users should never share their password with anyone or use another user's password.
 - 1) Users who share their passwords will be considered responsible any results of such use.
 - 2) If a user believes others know their password and if any user files have been altered, he or she should notify a district employee.
 - b. Students should never use teachers' computers without permission or supervision.
 - c. Teachers should never allow students to use any device while the teacher is logged in.
 - d. Gaining or attempting to gain unauthorized access to others' files or vandalizing the data of another user is prohibited.

F. Vandalism is not permitted and will be strictly disciplined.

- 1. Vandalism is defined as any attempt to harm or destroy computer equipment as well as the data of another user or of another agency or network that is connected to the Internet.
- 2. Vandalism includes, but is not limited to the uploading, downloading, or creation of computer viruses, or programs that infiltrate computer systems and/or damage software components.

V. District Rights and Responsibilities

- a. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, for assuring that students understand what constitutes misuse of the Internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.
- b. The district shall provide all reasonable software for use by staff and students.
- c. All software/hardware purchases need approval of the District Technology Coordinator.

- d. Red Oak Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring downloads, files, and documents stored on any school-owned hardware, checking Internet histories and cache files, observing users' screens, reading email if deemed necessary, and blocking what the district considers inappropriate sites.
- e. The district technology staff routinely monitors and performs maintenance on file servers, email, workstations, the Internet, and user accounts. During these procedures, it may be necessary to review email and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school's technology resources.
- f. If routine maintenance and monitoring of the district's systems shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search.
- g. Sanctions may be both internal, involving loss of privileges or other district measures; and external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.

VI. Student Violations--Consequences and Notifications.

- A. Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the consequences found in the table on the next page.
- B. Parents/Guardians will be notified of all violations of this Acceptable Use Agreement in a written letter or email from a school administrator or the technology coordinator.

STUDENT INTERNET ACCESS DENIAL FORM

The Internet can provide a vast collection of educational resources for students. It is global, making it impossible to control all information available. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate 100% of the time. In an effort to prevent access to such material, the Red Oak Community School District does use screening software designed to block access to undesirable material. Although students will usually be under staff supervision while on the network, it is not possible to always monitor individual students and what they are accessing on the network. Therefore, some students might access information that is inappropriate or that may not be of educational value to them. As a consequence of knowingly accessing and/or downloading inappropriate/objectionable items or sending messages with vulgar/abusive/threatening language, students shall be disciplined. *Our district's complete Internet Appropriate Use Policy and Violation Notification Form can be found in the student handbook.* Please decide if you would like your child to be granted Internet access while a student at Red Oak Community School District.

I understand that by signing this form, I am denying my child access to the Internet for educational purposes. **This denial will remain in force until such time as I notify the school district that I no longer want my child denied access to the Internet.**

Student Name: _____

Parent/Guardian Name: _____

Parent Signature: _____

Date: _____

STUDENT INTERNET ACCESS PERMISSION FORM

The Internet can provide a vast collection of educational resources for students. It is global, making it impossible to control all information available. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate 100% of the time. In an effort to prevent access to such material, the Red Oak Community School District does use screening software designed to block access to undesirable material. Although students will usually be under staff supervision while on the network, it is not possible to always monitor individual students and what they are accessing on the network. Therefore, some students might access information that is inappropriate or that may not be of educational value to them. As a consequence of knowingly accessing and/or downloading inappropriate/objectionable items or sending messages with vulgar/abusive/threatening language, students shall be disciplined. *The district's complete Internet Appropriate Use Policy and Violation Notification Form can be found in the student handbook.* Please decide if you would like your child to be granted Internet access while a student at Red Oak Community School District.

I understand that by signing this form, I am permitting my child access the Internet for educational purposes. **This permission will remain in force until such time as I notify the school district that I no longer want my child to access the Internet.** I understand that my child can and will be disciplined for inappropriate use of the Internet as defined in the student handbook. I also agree to be responsible for any unauthorized costs incurred by my child while using the Internet.

Student Name: _____

Parent/Guardian Name: _____

Parent Signature: _____

Date: _____

Student Appearance

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. For health and safety reasons, footwear is to be worn at all times.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Illegal Substances Found in School or in a Student's Possession

Students are prohibited from distributing, dispensing, manufacturing, using or possessing alcohol, drugs or look-a-like substances, tobacco or tobacco products while on school property or at school activities. Students are also prohibited from being under the influence of alcohol or drugs on school property or at school activities.

Weapons/Firearms/Dangerous Objects

Weapons including firearms are not allowed on school property or at school activities, including hunting rifles or shotguns even if unloaded and locked in vehicles. Students bringing firearms to school or onto school property or possessing firearms at school or on school property will be expelled for not less than one calendar year unless this is modified by the Superintendent as determined on a case by case basis. There is an exception for firearms/weapons in the possession of law enforcement on school property and weapons being used for educational purposes with the permission of the school Principal. School authorities will report students possessing firearms and other dangerous weapons at school or on school property to law enforcement. Students shall also not possess dangerous objects or look-a-like weapons or dangerous objects at school or on school property.

Initiations, Hazing, Bullying or Harassment

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

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

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

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

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

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

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

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

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

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

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

COMPLAINT PROCEDURE

A student who believes that he/she has been harassed or bullied will notify the building counselor, the designated investigator. The alternate investigator for students is a counselor from another district attendance center. An employee who believes that he/she has been harassed or bullied will notify the board secretary, the designated investigator. The alternate investigator for employees is the principal of an attendance center at which the employee does not work. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

For students, the investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. For employees, the investigator, with the approval of the superintendent, or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal for students or to the superintendent for employees. The investigator will provide a copy of the findings of the investigation to the principal for students or to the superintendent for employees.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal in the case of students or the superintendent in the case of employees may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal or superintendent may, at their discretion, interview the complainant and the alleged harasser. The principal or superintendent will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal or superintendent will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

STUDENT SCHOLASTIC ACHIEVEMENT

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with Federal and state laws. Tests, assessments, and surveys used in the Red Oak Community School District include, but are not limited to: Iowa Assessments, National Assessment of Educational Progress, Iowa Youth Survey, surveys through the Area Education Agency, tests of cognitive abilities, diagnostic tests, PACT, PSAT, ASVAB, ACT, and SAT.

Human Growth and Development

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

MISCELLANEOUS

Emergency Drills

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

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

Legal Status of Student

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

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras and audio equipment may be used on school buses for the safety of the students riding the bus. The content of the video and audio recordings may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

Red Oak School Bus Rules

- Students are to stay in the bus seats.
- Students are to talk lowly and softly.
- Students are to “keep their hands to themselves.”
- Vandalism is not allowed.
- Objects of any kind are not to be thrown.
- Verbal abuse will not be tolerated.

RED OAK SCHOOL BUS DISCIPLINE PROCEDURES

The operation of safe, efficient, and economical transportation requires that all passengers observe the associated set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures described below will be followed in the event of a violation of the rules.

First Violation:

1. The driver will discuss the problem with the child.
2. The driver will file a bus conduct report with the transportation manager.
3. The driver will contact the parent. It is the driver's responsibility to make the initial parent contact and try to solve the problem. If that does not work, then the transportation supervisor will take over.

Second Violation:

1. The driver will file a bus conduct report with the transportation manager.
2. The transportation manager shall call the parent, or make a personal contact, to inform the parent of a second violation.
3. Bus riding privileges may be suspended for one day to two weeks. This decision will be made by the transportation supervisor and the principal.

Third Violation: On the third violation, the student may lose bus riding privileges for three days to one semester; this decision will be made by the transportation supervisor and principal.

Any Further Violations: Automatic loss of bus riding privileges for a minimum of one semester. A student returning after this level of the procedures will again face the loss of bus riding-privileges for a semester for another violation.

When, in the judgment of the bus driver, behavior by a rider is such that it becomes an immediate threat to the safety of other riders, driver and/or the bus itself, the driver will take action to remove the student from the bus without going through the above steps. In severe cases, when a student must be removed before reaching his/her destination, the driver will stop the bus in a safe place and call for assistance. The student will remain on the bus until assistance arrives. Then the student will be removed and transported by the person(s) providing assistance.

In summary, when a threat to bus safety occurs, the students(s) responsible may lose bus riding privileges without going through the “First Violation, Second Violation, Third Violation” process as listed above.

To ride a school bus is a privilege paid for by property taxes, a privilege that should never be lost. However, if bus safety is jeopardized due to student behavior, the student will lose bus riding privileges. We trust that we will receive parent/guardian support in our effort to achieve bus safety.