

**Red Oak
Community School District**

**Serving
PK – 12 Grade Students
In
Red Oak, Iowa**

**District Wide
Parent/Student Handbook
2010 - 2011**

OPENING STATEMENT

The Vision for the Red Oak Community School District

The Red Oak Community School District will provide opportunities and experiences for all students in a safe, positive learning environment in order that they become functional, lifelong learners who are tolerant, responsible, productive citizens in a global society.

The Mission of the Red Oak Community School District

The Red Oak Community School District dedicates itself to providing opportunities for all students to reach their maximum academic and social development in order to function in a free society.

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.

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Buck Laughlin and can be reached at (712) 623-6635. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7024, (312) 886-8434, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The student assistance teams are responsible for this process in each building. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the building principals at the following attendance centers:

Red Oak High School, 712-623-6610
Red Oak Middle School, 712-623-6620
Washington Intermediate School, 712-623-6630
Inman Primary School, 712-623-6635
Area Education Agency, Red Oak Regional Office, 712-623-2559

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 grounds, 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 students or staff.

School district policies, rules and regulations are in effect 12 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, 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 Central Office at 623-6600 for a waiver form. This waiver does not carry over from year to year and must be completed annually.

For the 2009-10 school year, student textbook fees are:

- K-5 \$25.00
- 6-8 \$30.00
- 9-12 \$36.00
- College courses \$30.00 per class

The student activity ticket is \$40.00.

For the 2009-10 school year, meal prices are:

- K-12 student breakfast--\$1.10/day
- Adult breakfast--\$1.50/day
- K-3 student lunch--\$1.80/day
- 4-12 student lunch--\$1.95/day
- Adult lunch--\$2.50/day
- Extra milk K-12--\$0.35

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the 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 KCSI/KOAK, KSOM, and KMA radio stations, along with KETV Channel 7 television station. The missed day may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means.

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.

NEW CALENDAR GOES HERE

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, two insurance plans are 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:

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 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 IGHS AU guidelines, athletic physical examinations are valid for one year.

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.

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.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, and height and weight measurements. 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. Terry L. Schmidt, Superintendent, Red Oak Community School District, 904 Broad Street, Red Oak, IA 51566.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Drue Powers at (712) 623-6600 as its Level I investigator.

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

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

Emergency Drills

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

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

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 August 31, 2009 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

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 of race, color, national origin, sex, marital status or disability 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: John Brabec, Counselor, Red Oak High School, 2011 N. 8th St., Red Oak, IA 51566, (712) 623-6610, 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).

Internet—Appropriate Use Policy

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

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

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 and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measure to protect students from inappropriate access.

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

Internet—Appropriate Use Regulation

The Red Oak Community School District is able to offer student access to the electronic means of communication known as the Internet. The Internet is a collection of interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited research opportunities to students. The students will have access to:

- 1) electronic mail communication with people all over the world;
- 2) information and news from various world news services as well as the opportunity to correspond with scientists and selected research institutions;
- 3) public domain and shareware software of all types;
- 4) discussion groups on an almost unlimited range of topics; and,
- 5) access to many University Library Catalogs, the Library of Congress, and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Red Oak Community Schools have taken some available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We at the Red Oak Community Schools firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of our schools.

Students will be expected to abide by the following Board policies and network etiquette:

- The use of the network is a privilege and may be taken away for Violation of Board policy or administrative regulations.
- As users of the Internet, students may be allowed to access other networks.
- Each network may have its own set of policies and procedures.
- Students must abide by the policies and procedures of these other networks.
- Students must respect all copyright and license agreements.
- Students must cite all quotes, references, and sources.
- Students should only remain on the system long enough to get needed information.
- Students must apply the same privacy, ethical and educational consideration utilized in other forms of communication.

Student access for electronic mail will be through their teacher's and individual accounts, if approved by the building administrator. Electronic mail is not private. Private or confidential material should not be sent. Students must adhere to the following electronic mail guidelines:

- 1) read and download or delete 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 message;
- 5) always acknowledge that you have received a document or file that someone has sent you; and,
- 6) mailing lists of any type may not be subscribed to unless permission is received in advance from the building administrator.

Students accessing Internet services that have a cost involved will have that cost billed to their parents/guardians.

Students do not have permission to create “home pages” or directories. Student work will be published only under the direction of the supervising teacher.

A copy of the Internet Appropriate Use Violation Notice is also available. Students who access and/or download inappropriate/objectionable items or send messages with vulgar/abusive language while on the Internet shall be subjected to the consequences listed in the Notice.

Student Violations, Consequences, and Notifications:

Students who access and/or download inappropriate/objectionable items or send messages with vulgar/threatening language while on the Internet shall be subjected to the following consequences:

First Violation:

For the first violation during the school’s fiscal year (July 1-June 30), a verbal and written “First Violation” notice will be issued to the student by the principal’s office using the prescribed form and the student’s Internet privileges will be suspended for a period of nine weeks. A copy of the notice will be sent by mail to the student’s parent/guardian by the building principal’s office and a copy kept on file in the principal’s office.

Second Violation:

Upon the second violation during the school’s fiscal year (July 1-June 30), a verbal and written “Second Violation” infraction notice will be issued to the student by the principal’s office using the prescribed form. The student will lose all Internet privileges. A copy of the notice will be sent by mail to the student’s parent/guardian by the building principal’s office.

*Students in violation of district Internet policies may also be punished according to our district good conduct policy, or other board policies, on a case-by-case basis to be determined by each building principal.

A student who has lost his/her Internet privileges by committing a second violation may, at the beginning of the next regular school year, petition the Board of Education to have his/her Internet privileges reinstated on a one-year probationary basis. If during the one-year probationary period the student commits an additional violation, his/her Internet privileges will be permanently suspended for the remainder of his/her time as a student in the Red Oak Community School District.

INTERNET APPROPRIATE USE VIOLATION NOTICE

Student _____

Administrator _____

Date _____

Student Violations, Consequences, and Notifications:

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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

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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 Tests of Basic Skills, Iowa Tests of Educational Development, Iowa Collaborative Assessment Modules, SCASS Science Assessment, 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

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.