

Red Oak Middle School



Parent/Student Handbook 2011-2012

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

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

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RED OAK COMMUNITY MIDDLE SCHOOL STUDENT HANDBOOK 2011-2012

WELCOME

Welcome to the Red Oak Community Middle School. It is a pleasure to serve you as your principal during the 2011-2012 school year. I sincerely hope that you attain the goals and expectations you set for yourself. Each of our staff members are committed to helping you in any way they can for you to be the best you can be.

In order to guide and direct us, we have endorsed a simple adopted mission statement:

Excellence for all... Whatever it takes!

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

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

Nate Perrien, Principal

I. Red Oak Middle School (ROMS) Faculty and Staff

Nate Perrien	Office	Principal
Kathy Ackerberg	307	Para Professional
Curtis Adams	121	Art/6th gr. Civics
Alissa Blair	307	Para Professional
Bob Blay		Custodian
Mary Carlson	217	6 th gr. L.A. & Reading
Amy Confer	307	Para Professional
Kevin Crouch	119/209	7 th & 8 th gr. Industrial Arts/Computers
Janelle Erickson	MC	Media Specialist
Mark Erickson	203	8 th gr. L.A. & Reading
Gary Fink		Custodian
Leanne Fluckey	201	Special Education
Keith Hardy	107	6 th & 8 th gr. Science
Patty Henke	101	FACS/Health
Kim Herman	307	Para Professional
John Hewett	221	Instrumental Music
Adam Hietbrink	309	6 th & 7 th gr. Science
Becki Kaiser	319	ELO
Jim Kohout	319	Title I
Randy Kuhn		Custodian
Stacy Kutzli	203	Special Education
Ann Lee	305	6 th & 7 th gr. Math
Lisa Mann	219	Vocal Music
Billy Bob Orsagh	Gym	6 th & 8 th gr. PE

Charlotte Palmquist	Cafeteria	Food Service
Hayley Perkins	207	6 th & 8 th gr. Social Studies
Tiegen Podliska	307	7 th & 8 th gr. Social Studies
Kim Pratt	Office	Secretary
Christy Rea	307	Para Professional
Connie Sampers	211	Special Education
Vicki Sickels	205	6 th - 8 th gr. Reading
Robin Smith	307	Para Professional
Kay Soden	215	7 th gr. L.A. & Reading
Lisa Sonntag	301	7 th gr. Math & Pre-Alg, 8 th gr. Pre-Alg & Alg I
Rhoda Sorenson	317	Special Education
Sue Stogdill	Cafeteria	Food Service
Karen Subbert	Gym	Physical Education
Arlin Top	317	Special Education
Sara White	307	Para Professional
Karla Wood	Office	Secretary
Chris Zarkos	Office	Counselor

Emergency Phone Numbers:

FIRE STATION	911	Red Oak Central Office	623-6600
POLICE	911	Inman Primary School	623-6635
DRUG ABUSE	800-262-2463	Washington Int. School	623-6630
CHILD ABUSE	800-652-1999	Red Oak Middle School	623-6620
RUNAWAY/SUICIDE	800-621-4000	Red Oak High School	623-6610
POISON INFORMATION	800-228-9515	Bus Barn	623-6606
		School Nurse	623-6635

II. Daily Schedule

1st pd.	8:15-8:57
2nd pd.	9:00-9:44
3rd pd.	9:47-10:26
4th pd.	10:29-11:10
5th pd.	11:13-12:22
<i>A Lunch</i>	<i>11:13-11:38</i>
<i>B Lunch</i>	<i>11:57-12:22</i>
A&E	12:25-1:00
6th pd.	1:03-1:44
7th pd.	1:47-2:28
8th pd.	2:31-3:15

III. Student Attendance

1. Arrival and Departure Time:

a. The entry bell rings at 8:00 A.M. Students are to remain **outside of the building prior to the 8:00 A.M. bell** unless they are here early to see a teacher or inclement weather dictates otherwise. **Students are not supervised prior to 7:45**, and should not be on school property prior to that unless a teacher has made phone contact with the parents of those students involved. Students are to enter the building by using the east or west doors on 3rd & 4th Streets. Do not use the south gym doors to enter in the morning.

- b. You must be in your seat by 8:15 A.M. If not, you will be counted tardy and must report to the office for a pass to class.
- c. Students are to be out of the building and off school property by 3:45 P.M. every afternoon unless you are in a school sponsored activity or with a teacher. **Again, no supervision is provided after 3:45.**

2. Leaving School:

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

3. Tardy Regulation:

If you arrive at school after first period has begun, report to the main office for a pass to class. Names of late arrivals will be taken by the office staff and an individual record will be kept on each student (a lunch detention will be assessed for each tardy to school or class).

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

**Students leaving school to eat lunch will be given an unexcused tardy if they are not back to class on time following their lunch. Special occasions/arrangements must be made with the principal in advance to excuse students returning to school after lunch. Parents are required to sign their student out if they will be accompanying them for lunch.

4. Attendance Regulation:

Good student attendance can be very positive and rewarding. It is important for students to have good attendance, as it reflects well in their classes and correlates positively with success. Red Oak Middle School is committed to enabling students' success in school and life. The following regulation is designed with the best interests of the student in mind.

Red Oak Middle School realizes absences occur that are completely appropriate and legitimate. Therefore, a call from a parent or guardian is needed **each** day the student is absent. **Please call before 9:30 A.M.**

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

The principal will decide whether the absence is excused or unexcused. If a student's absence is unexcused, or if we did not get a note or phone call from the parent explaining the absence, he/she may be assigned detentions or in-school suspension. A parental conference may be required for re-admission to classes.

When students are absent for five days in a quarter, we will send a letter to remind parents of how important school attendance is. After the 8th day of absence from school, a letter will be sent home reminding the parent of the State attendance policy and a copy of that letter will be sent to the Montgomery County Attorney.

When students are unable to participate in Physical Education or if they need to use the elevator, we need a written note from the doctor explaining specifically what the student cannot do and specific dates or length of time for the elevator use or non-participation.

5. Make-up Work:

Collecting make-up work is the responsibility of the student. Students should not expect teachers to take class time to get them caught up. The teacher, with the student present, will make arrangements as to when the work should be completed and turned in. Completing the make-up work is the responsibility of the student, not the teacher.

Assignments and books may be sent home if a request for homework is **made by 9:30 A.M.** Parents are to arrange for someone to pick up books and assignments from the office by 3:45 P.M.

6. Advance Absences:

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

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

7. Attendance and Co-Curricular/Extra-Curricular Participation:

- A. Students participating in school activities must be in school to be eligible to participate in extra-curricular activities (games/events & practices).
- B. Students arriving to school more than 20 minutes late will NOT be allowed to participate in any extra-curricular activities unless arrangements had been previously with the building principal.
- C. Students are expected to be in their classes the entire day to be eligible. Office visits (discipline, nurse, etc.) over 20 minutes will result in the ineligibility of the student to practice or perform after school.
- D. When classes are missed due to participation in Co-Curricular/Extra-Curricular Activities, the student is responsible to get assignments missed in advance from their teachers.

IV. Jurisdictional and Behavioral Expectations

1. Tiger Expectations

- 1) BE HERE. BE ON TIME. BE PREPARED.*
- 2) CONDUCT YOURSELF IN AN APPROPRIATE & RESPECTFUL MANNER.*
- 3) APPROPRIATELY USE TECHNOLOGY.*
- 4) NO GUM, CANDY OR DRINK.*
- 5) RESPECT SCHOOL FACILITIES.*
- 6) BE SUCCESSFUL*

*Students are expected to be prepared, act appropriately and succeed while in school. Student expectations are implemented for students to acknowledge and accept responsibility for their actions and to help them understand the valuable lesson of respecting others.

2. Search and Seizure:

School authorities may, with just cause, search a student, locker, bags, desk, work areas and seize any illegal or unauthorized items. The result of searches may result in disciplinary action.

3. Due Process:

Students will be advised of charges, evidence, and due process when charged with violation of school rules. The student can call a parent at any time during the due process procedure. He/she can provide information for his/ her own defense. The principal's decision will be summarized in writing.

4. Detentions:

Students not meeting our expectations will be disciplined accordingly. Each reflection of expectations not met will result in a minimum of a ***lunch detention***. If a student chooses to

repeatedly behave inappropriately in or out of class or commits serious violations, the accumulative detention policy will come into effect.

1) *Students receiving more than 1 lunch detention in a day will accumulate 15 minutes of after school detention for each subsequent lunch detention.*

2) *Students receiving 5 lunch detentions in one day will receive one day ISS the following school day.*

3) *Serious violations will receive individual discipline by school administration or the guidance office. Parents will be notified as soon as possible when these instances occur.*

Students serving detentions **MUST** read or study in well-behaved silence. Parents will be notified if students skip detention. Mr. Perrien may assign in-school suspension if the detentions are not served.

Detentions may also be assigned by a specific teacher. The teacher assigning the detention will contact parents and make appropriate arrangements for the length of time served, and to make sure the student has a way to get home safely.

5. In-School Suspensions (ISS):

When a student is assigned to ISS, a reasonable effort will be made to contact parents the same day. The ISS notice will be mailed to the parents no later than the end of the following school day. A parent conference with the principal may be required before the student may return to classes. The ISS may be extended or changed to an out-of-school suspension if any condition of the ISS is broken by the student. An ISS will bar a student from extracurricular activities during the suspension period.

6. Out-of-School Suspension (OSS):

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

7. Expulsion:

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

8. Make-up Work During Suspension:

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

9. Care of School Property/Vandalism:

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. Students may also be turned over to the local law enforcement officers.

10. Threats of Violence:

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school

activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

V. Student Rights and Responsibilities

1. Student Searches:

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees;
- Information received from reliable sources;
- Suspicious behavior by the student; or,
- The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student;
- The sex of the student;
- The nature of the infraction; and
- The emergency requiring the search without delay.

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

2. Textbooks:

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

3. Lockers:

Each student will be assigned a locker for the storage of books, school related materials, and outdoor garments. Ownership of the locker is maintained by the school district. The student is granted limited use of the locker. The school district reserves the right to inspect the contents of any locker at any time if suspicion arises of any violation of policies or regulations. Coats and bags are to be stored in your locker during the school day.

It is the student's responsibility to keep lockers locked, neat, and combinations confidential. School personnel reserve the right to judge things that may be offensive or detrimental to the mission of the middle school, and these will be removed from lockers. Fines will be assessed for damage to lockers.

4. Desks:

School desks are the property of the school district. Students shall use the desks assigned to them for storing their school materials and any personal items necessary for attendance at school. It is the responsibility of the student to keep their desk clean and undamaged. School district personnel reserve the right to inspect the contents of a student's desk at any time if suspicion arises of any violation of policy or regulation.

5. Student Appearance:

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco, or drugs, or clothing displaying obscene or sexual suggestive material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Students who will be making public appearances or are enrolled in class where safety precautions must be made, will be subject to more specific guidelines.

6. Dress Code:

- 1.) Shorts, Jeans, or full length pants
 - a. No holes, rips, or see-through material that exposes skin or undergarments between the waist and the ends of the fingertips when standing with arms at the side.
 - b. Shorts, Skirts and Dresses-when standing with arms at sides, the hem must not be shorter than the fingertips.
- 2.) Shirts, blouses, and other tops
 - a. Must cover at least the belly button.
 - b. Must have straps over the shoulders.
 - c. No holes, rips or see through materials that expose skin or undergarments between two imaginary lines crossing the body at the underarms and belly-button. Halter tops and spaghetti straps are not appropriate school attire.
- 3.) Shoes
 - a. Must be worn at all times while on school property.
Use of common sense is encouraged. Students are expected to walk up and down three flights of stairs and outside after lunch. Dress appropriately for the weather!
- 4.) Hats and other head coverings
 - a. Are not to be worn inside any school building.
- 5.) Sunglasses
 - a. Are not to be worn inside any school building unless the parent provides a medical reason.
- 6.) Other
 - a. No advertisements of or suggesting profanity, sexual innuendo, tobacco, alcohol, firearms or drug slogans..
 - b. Any clothing that distracts from learning or interferes with the orderly operation of the school will not be acceptable.

7. Biking to School:

Park bicycles in the designated areas in the alley, where security cameras are available for your safety, immediately upon arrival. Bicycles are not to be ridden on the sidewalk. Bicycles are not to be left laying in the way of trash removal trucks or in front of exits. All traffic rules are to be followed while riding to and from school.

8. Cheating:

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Discipline may include detention, suspension, the loss of class credit, and/or loss of use of the media center or computer.

9. Posting of Information:

Students who wish to post or distribute information must receive permission from the principal at least **seven days** before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

10. Student Complaints:

It is the goal of the middle school to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems with their teachers. The students are also encouraged to seek guidance or counseling from Mrs. Zarkos. If a complaint cannot be resolved by the teacher or Mrs. Zarkos, the student may discuss this matter with Mr. Perrien within 10 days. If Mr. Perrien cannot resolve the problem, then the student shall discuss it with Mr. Schmidt, the superintendent of schools.

11. Attending Athletic events:

Students attending games are expected to stay seated in the bleachers except to visit the rest rooms or concessions at halftime or between games. Good sportsmanship shall be displayed at all times. Any students not following the rules may be asked to leave and subject to further disciplinary action.

12. Transfer out of the Red Oak Community School District:

Parents are asked to notify Mr. Perrien in writing as soon as possible if their student is withdrawing from the Red Oak Middle School. The written notice shall include the anticipated last day of attendance and the name and address of the school district to where the parents would like to have the student's records sent. After being notified in writing, the student will receive instructions for checking out. No refunds will be made until all fees or fines have been paid.

VI. Student Health, Well-Being and Safety

1. School Nurse:

The Red Oak Community School District has a full time school nurse. She is available from 8:00-4:00, Monday through Friday. If you need to contact the nurse, her office is located at the Inman Primary building, 623-6635. She is available to all school buildings on an as needed basis.

2. Physical Examination/Proof of Insurance:

Students who wish to participate in 7th and 8th grade athletics must have a physical examination and written proof of insurance on file with the Middle School office. The physical and written proof of insurance must be renewed yearly.

3. Student/Building Assistance Team:

The Student/Building Assistance teams are designed to help students and families bridge the gap between the school, community, and home. These teams may consist of the teachers who have contact with the student, the guidance counselor assigned to that grade level, the school

nurse, the building principal, students and parents, AEA 14 resource personnel, and any community members that could be helpful, depending on the situation.

4. Medication at School:

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

5. Guidance Program:

The guidance services at the Middle School are open to the various needs of all our students. From orientation of new students to the preparation of eighth graders for high school, the middle school counselor has to keep in touch with the various developmental, emotional, and peer relationships that are a part of this stage of the educational program. Classroom guidance activities are a vital part of this program. Being preventative in nature, these activities provide information and a forum for a discussion of topics important to the students. It is our hope that the guidance program will address the student's needs at the middle school. The goal of our guidance program is to be responsive to the unique needs and characteristics of the young adolescent.

5. Emergency Drills:

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

a. Fire Drills-

- 1.) Notification for fire drills will be made with the fire alarm system.
- 2.) Be quiet. Oral directions may be given. Your life may depend upon hearing them.
- 3.) Walk quickly, but carefully. Don't risk falling – this could cause you, and probably others, bodily harm.
- 4.) Treat drills as though a real emergency exists. Then you will be ready if we ever have a genuine emergency.
- 5.) After getting outside, walk across the street (even in the middle of the block) to the sidewalk.
Faculty, staff and students will assemble in the cage area located on Corning Street across from the Middle School.

b. Tornado Warning, Tornado Drill-

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

- 1.) Classrooms will be notified via the intercom system.
- 2.) Faculty members are to accompany their students to the designated areas of safety and remain with them during this time.
- 3.) No students will be dismissed until the "all safe" is given.
- 4.) All areas will be notified when it is "all safe" and may return to their classrooms.

6. Bomb Threat:

Notification of a bomb threat will be made over the intercom system. Students, faculty and staff are to remain in their classrooms and await further instruction. The police and fire department will be called to thoroughly check the building. Students may not re-enter the building until the "all safe" is given by the proper authorities.

VII. Student Scholastic Achievement

1. Grade Reports:

The grading period will be 9 weeks in length. Report cards will be sent home at the end of each 9 week grading period, or picked up at conference times. Mid-term progress reports will be sent home 4-5 weeks into the 9 week grading period. **Teachers will put grade updates in student planners for parents to see – the student must have the planner in class in order for the teacher to write in it – it is the student's responsibility to bring it to all classes.**

2. Parent-Teacher Conferences:

Parent-teacher conferences will be held in September 2011 and February 2012. Students are expected to accompany their parents to the scheduled conferences. Other conferences between teachers, parents, and students may be scheduled as needed throughout the year.

3. Honor Roll:

During each quarter grading period, there will be an honor roll compiled. All full-time students who achieve a 3.0 or above grade average will be recognized.

Honor Roll Requirements:

- All A's for All "A" Honor Roll
- 3.5 and above for High Honor Roll
- 3.0-3.49 for Honor Roll

4. Homework:

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

5. Academic Eligibility and Extra-Curricular Activities:

The merit, value and effectiveness of participation in interscholastic competition are recognized and participation by as many students as possible is encouraged. Participation in interscholastic competition is a privilege and with this privilege comes responsibility.

Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The rules imposed by individual sponsors or coaches must have administrative approval and be on file with the building Principal. Sponsors or coaches will provide a copy of these rules to his/her players and their parents. The privilege of participation may be suspended or cancelled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

The Board of Directors of the Red Oak Community Middle School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students, who participate in extra-curricular activities, whether away from or at school, serve as ambassadors of the school throughout the calendar year. Students who wish to exercise the privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participating in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

To be eligible for an activity, students participating must:

- 1.) Be enrolled or dual-enrolled in school;
- 2.) Be earning passing grades in all classes. For the purpose of determining eligibility, grading updates may be obtained at the end of each week, the first week a student is

earning a failing grade, the parent will be notified by the teacher of that class of the failing grade, and the student then has one week to get the failing grade to passing. If a student is failing a particular subject two weeks in a row, he/she is then ineligible for the following week of activities. The Principal will hold the ultimate decision on the day of the event if the student is or is not eligible.

- 3.) Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student’s team, towards the goals and objectives on the student’s IEP or 504.

6. Good Conduct Rule: (See the building administrator for the Good Conduct Rule Regulation in its entirety)

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student’s age.
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one’s breath is evidence of “use”; “possession” has been defined by the Iowa Supreme Court as being within reach of or in “close proximity to” the contraband (e.g., alcohol or other drugs).
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- Possession, use or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses such as traffic or hunting/fishing violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceeding inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. **NOTE:** This could include group conduct!

Athletics and all other extracurricular activities:

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> ➤ First Offense: 25% loss of eligibility ➤ Second Offense: 50% loss of eligibility ➤ Third Offense: 12 month loss of eligibility | } | <p>Number of activities or events will be rounded up.</p> |
|--|---|---|

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if ineligibility is not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. If the period of times between a violation and an activity is twelve calendar months or more, the students shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but may not “suit up” nor perform/participate.
4. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty, at the administration’s discretion, will attach when the student next seeks to go out for an activity subject to the 12 month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

Reduction in Penalty:

First Offense: A student may have the penalty reduced by half if: (keeping in mind there is a one activity loss minimum and we are rounding up)

- The student submits to a Primary Breath Test (PBT) or Urine Analysis and the result of that testing is negative, and
- The student seeks an evaluation and, if recommended, treatment from a recognized substance abuse or counseling facility at the student’s parent/guardian’s expense. The student must agree to waive confidentiality to allow the facility to report back to the superintendent, principal, or designee regarding recommendations for treatment or follow-up care.

Second Offense: A student may have the penalty reduced by half if:

- The student seek an evaluation and, if recommended, treatment from a recognized substance abuse or counseling facility at the student’s parent/guardian’s expense. The student must agree to waive confidentiality to allow the facility to report back to the superintendent, principal, or designee regarding recommendations for treatment or follow-up care and
- Satisfactorily completes 15 hours of school service within 30 calendar days.

There is no reduction for third or subsequent offenses.

Activities					
Activity	Total	1st offense	1st Offense w/ Reduction	2nd Offense	2nd Offense w/ Reduction
Cross Country	6	-2	-1	-3	-2
Volleyball	7	-2	-1	-4	-2
Football	5	-2	-1	-3	-2
Basketball	12	-3	-2	-6	-3
Wrestling	9	-3	-2	-5	-3
Track	6	-2	-1	-3	-2
Band - Vocal	This depends on if the activities are graded.				
Drama	2	-1	-1	-1	-1
Student Council	180 Days	-45	-23	-90	-45

VII. Student Activities

1. Student Assemblies:

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

2. School-Sponsored Student Activities:

Red Oak Middle School offers football, basketball, wrestling, volleyball, cross-country, and track for 7th and 8th graders. Dramatic activities, vocal and instrumental activities are available for all students. Other activities include Student Council and Art Club . More activities may be organized if sufficient interest is shown and a sponsor can be found. **All students are encouraged to participate in all activities.**

3. Field Trips:

The principal must give prior approval for all field trips. Written parental permission will be required if students are to participate in a field trip outside of the school district. A student may be

denied participation in a field trip due to disciplinary action. All rules and behavior that is expected at school, are expected on field trips.

4. Student Funds and Fund-raising:

Students may raise funds for school activities upon approval of the principal at least **2 weeks** prior to the fund-raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

VIII. Miscellaneous

1. Telephone:

Students may not use the office phone or personal cell phones during the day for personal calls or text messaging. **Emergency** calls can be made with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. The telephone will be made available before and after school for students to contact parents concerning activity schedule changes or bussing changes

2. Student cell phones:

Student cell phones & gaming/music devices must be turned off and in their lockers between the hours of 8:15 and 3:15. Students who violate the schools cell phone policy will be subject to the following disciplinary actions:

1st offense – Student phone may be retrieved from the principal & a 30 minute detention will be assigned.

2nd offense – Student parent will be required to pick up the phone from the principal & a 60 minute detention will be assigned.

3rd offense – Student parent will be required to pick up the phone from the principal. 1 day of ISS will be assigned & student must hand in their phone to the office each morning to be considered in attendance at school. *Parents may call school from student cell phone to provide proof the phone is not in the possession of the student.

2. School Announcements:

Daily announcements will be read over the intercom at the beginning of 2nd period each morning. Afternoon announcements will also be read over the intercom system by the office staff at the end of the school day.

3. Parents, Visitors, Guests:

Parents are always welcome. Students may not bring friends with them to school. All visitors are to report and sign in at the office immediately upon arrival at the school. **The office is located at the east entrance to the building on the first floor.**

4. Cafeteria/Lunch Accounts:

Breakfast and lunch are offered to all students through the Middle School cafeteria. Our cafeteria is operated as a non-profit organization. The charge for a meal includes a carton of milk. A sack lunch may be brought from home if desired, but must be eaten in the cafeteria. Milk is for sale to supplement sack lunches.

Conduct such as would be expected in the home dining room will be expected in the school dining room. You will have twenty-five minutes for lunch. No food or drink items are to

leave the cafeteria after the lunch period is over. Have your rest room needs taken care of before you return to class.

a. Lunch Account:

Money to be credited to your lunch account is to be taken to the office in the morning prior to the start of school. This will assure that your account is updated prior to the lunch period. Students who run their account balance in the negative will be notified that they need to bring money in writing and the student is responsible to show that note to the parent. Parents are always welcome to call for an update of the lunch account. And check their accounts on the schools interactive database, Infinite Campus. This link is provided on the school website.

5. Media Center:

Students are invited and urged to use the media center during their classes, study skills, as well as before and after school and from a class with teacher permission. The media specialist and staff are in the center to help students. Ask for help whenever you need it to find a book, materials, use equipment, etc. The media center is a learning center, not a social center.

6. Student Valuables/Nuisance Items:

Students should not bring large amounts of money or items that do not contribute to learning to school. If it becomes necessary to have items of value with you, they can be brought to the office for safe keeping during the school day. Never leave items of value in lockers or the locker room during P.E. classes. Bringing nuisance items to school is prohibited. Some examples of nuisance items are toys, radios, electronic games, cameras, cassettes, cd players, squirt guns, and sunglasses. Nuisance items will be confiscated and returned to the students at the discretion of the teacher or principal.

The school will not be responsible for any lost or stolen items.

7. Lost and Found:

Turn in any found article to the office. Any item not claimed will be given to a charitable organization at the end of each quarter with the exception of valuable items. Items of value such as cash, jewelry, wallets, glasses, keys will be kept in the office. Found textbooks, media center books will be returned to the respective teacher.

8. Inspection of Educational Materials:

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent.

**Red Oak
Community School District**

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

District Wide
Parent/Student Handbook
2011 - 2012

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, national origin, religion, age, 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.). Inquiries or grievances regarding compliance may be directed to the Educational Equity Coordinator, Terry Schmidt, Superintendent of Schools, Red Oak Community School District, 904 Broad Street, Red Oak, Iowa, 51566.

Learning Centers in the Red Oak Community School District

- The Webster Building which includes: the District Administrative Center, the Right Start Four Year Old Program, the Red Oak Head Start Program, and the Kaleidoscope Four Year Old Program
- Inman Primary School – grades pre K to three
- Washington Intermediate School – grades four and five
- Red Oak Middle School – grades six to eight
- Red Oak High School – grades nine to twelve and the Alternative School

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
- Kaleidoscope Preschool \$30.00 per month

The student activity ticket is \$40.00, Adult Pass \$50.00, Family Pass \$150.00

For the 2011-12 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. In 2011-12 there are 2 built-in snow make-up days. 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

**Red Oak Community
School District
2011-2012
School Calendar**

Summary of Calendar

Days in classroom:
First Semester 85
Second Semester 95
TOTAL CALENDAR DAYS **180**

CALENDAR LEGEND

Start	
Quarter	
End	
Holidays	
Vacation Days	

HOLIDAYS:

Labor Day (9/5)
Thanksgiving Day (11/24)
Christmas Day (12/25)
New Year's Day (1/1)
Spring Holiday (4/6)
Memorial Day (5/28)

PROFESSIONAL

**DEVELOPMENT:
(2 hr. Early Dismissals)**

August 24, 31
September 14
October 5, 12, 19, 26
November 2, 16, 30
December 7, 14
January 11, 25
February 1, 8, 29
March 7, 14, 28
April 18, 25
May 2, 9, 16

2 HOUR EARLY DISMISSALS:

September 19, 22, 30
November 23
February 13, 16
April 5

August					Student Days
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	3
22	23	24	25	26	8
29	30	31			11
September					
			1	2	13
5	6	7	8	9	17
12	13	14	15	16	22
19	20	21	22	23	27
26	27	28	29	30	32

October					
3	4	5	6	7	37
10	11	12	13	14	42
17	18	19	20	21	47
24	25	26	27	28	52
31					53
November					
	1	2	3	4	57
7	8	9	10	11	62
14	15	16	17	18	67
21	22	23	24	25	70
28	29	30			73
December					
			1	2	75
5	6	7	8	9	80
12	13	14	15	16	85
19	20	21	22	23	
26	27	28	29	30	
January					
2	3	4	5	6	89
9	10	11	12	13	94
16	17	18	19	20	98
23	24	25	26	27	103
30	31				105
February					
		1	2	3	108
6	7	8	9	10	113
13	14	15	16	17	118
20	21	22	23	24	122
27	28	29			125
March					
			1	2	127
5	6	7	8	9	132
12	13	14	15	16	137
19	20	21	22	23	
26	27	28	29	30	142
April					
2	3	4	5	6	146
9	10	11	12	13	150
16	17	18	19	20	155
23	24	25	26	27	160
30					161
May					
	1	2	3	4	165
7	8	9	10	11	170
14	15	16	17	18	175
21	22	23	24	25	180
28	29	30	31		

180 Day Calendar

Date Events

Aug 4 Registration
Aug 10,11 New Staff Begin
Aug 12,15,16 All Teachers Begin
Aug 17 Begin 1st Qtr, 1st Sem

Sept 5 Labor Day (No School)

Sept 19 & 22 P/T Conf (2 hr early dis)
Sept 23 No School
Sept 30 Homecoming (2 hr early dis)

Oct 14 End 1st Qtr. (42 days)
Oct 17 Begin 2nd Qtr.

Nov 7-11 ITBS/ITED Testing (grades 2-11)

Nov 24-25 Thanksgiving Holiday (No School)

Dec 16 End 2nd Qtr. (43 days)
Dec 16 End 1st Semester (85 days)
Dec 19-Jan 2 Winter Break (No School)

Jan 3 Begin 3rd Qtr, 2nd Semester
Jan 16 No School (Snow Make Up Day)

Feb 13 & 16 P/T Conf (2 hr early release)
Feb 17 No School
Feb 20 No School (Professional Dev)

Mar 9 End 3rd Qtr (47 days)
Mar 19-23 Spring Break (No School)

Apr 6 Good Friday (No School)
Apr 9 No School (Snow Make Up Day)

May 20 Graduation
May 25 End 4th Qtr. (48 days)
May 25 End 2nd Semester (95 days)
May 28 Memorial Day

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:

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 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 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.

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.

Harassment

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business. Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or board of directors.

Sexual harassment will include, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

Employees and students who believe they have suffered harassment will report such matters to the investigator for harassment complaints. However, claims regarding harassment may also be reported to the alternate investigator for harassment complaints. (Details for reporting are found in Board Code No. 403.5 – this also contains forms for reporting and contact persons.)

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:

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:

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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

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, 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.

(Please return this page)

2011-2012

Handbook Signature Page

This handbook signature page is to be returned to the Red Oak Middle School as proof that the handbook has been received and read.

We have received and read the Middle School Handbook.

Parent Signature

Date

Student Signature

Date

(Please return this page)