

Red Oak Middle School



Parent/Student Handbook 2018-2019

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 2018-2019

WELCOME

Welcome to the Red Oak Community Middle School. It is a pleasure to serve you as your principal during the 2018-2019 school year. I sincerely hope that you attain the goals and expectations you set for yourself. Each staff member is committed to assisting you in any way they can to help you reach your full potential.

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 Room Assignments:

<u>Room</u>	<u>Staff</u>	<u>Position</u>
Office	Nate Perrien	Principal
Office	Kim Pratt	Secretary
Office	Amanda Hall	Secretary
Office	Leanne Fluckey	Instructional Coach
Office	Tiegen Podliska	School Administration Manager
Media Center	Laura Horn	Media Specialist
Media Center	Christy Rea	Media Aide
Gymnasium	Joshua Kippley	6 th & 7 th PE/Health
Gymnasium	Cory Archer	6 th , 7 th & 8 th PE/Health
101	Patty Henke	6 th , 7 th & 8 th FACS, 7 th & 8 th PE/Health
103	Sheila Mainquist	Guidance Counselor
103	Tracy Vannausdle	Student Support
121	Curt Adams	6 th , 7 th & 8 th Art
201	Dan DeGroot	8 th Science
201	Tessa Mittag	6 th , 7 th , & 8 th Ag
203	Maggie Sondag	6 th Language Arts & Reading
205	Vicki Sickels	6 th & 7 th Reading & Reading Intervention
207	Mary Carlson	7 th & 8 th Math & Math Intervention
209	Savannah Gohlinghorst	6 th , 7 th & 8 th Computers
211	Trish Fellers	Gifted & Talented
215	Shelbie Congdon	7 th & 8 th Language Arts
217	Kelli Schram	6 th & 7 th Math
219	Terra Marsden	6 th , 7 th & 8 th Vocal Music
219	Taylor Matuszeski	6 th Instrumental Music

221	John Hewett	6 th , 7 th & 8 th Instrumental Music
301	Shana Iles	Special Education
301	Jen Wilcoxson	Special Education
303	Stacey Rolenc	6 th & 7 th Social Studies
305	Adam Hietbrink	7 th & 8 th Social Studies
307	Amy Confer	Success Room Cordinator
309	Barb Sims	6 th & 7 th Science
317	Sharon Allison	Special Education
319	Kelsey Mangold	7 th Language Arts & 8 th Literature

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.	8:07-8:50
2nd pd.	8:53-9:35
3rd pd.	9:38-10:19
4th pd.	10:22-11:03
5th pd.	11:06-12:15
A Lunch – 11:06-11:31 B Lunch – 11:50-12:15	
6 th pd.	12:18-12:59
7th pd.	1:02-1:43
8th pd.	1:46-2:29
Seminar	2:32-3:14

III. Student Attendance

1. Arrival and Departure Time:

a. The entry bell rings at 7:40 a.m and students are to report to the designated floor for their grade level. Students are to remain **outside of the building prior to the 7:40 and NO supervision will be provided prior to this time** unless they are here early to see a teacher. **Students are not supervised prior to 7:40**, 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 ONLY THE EAST doors on 4th Street**. Do not use the West Doors to enter in the morning. Only students riding the bus are allowed to enter the SOUTH Doors in the morning.

b. Students will not be admitted to classrooms until 8:00 A.M. (unless otherwise requested by staff to report earlier), and must be in their seat by 8:07 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. **This includes arriving on school grounds before school.*

3. Tardy Regulations:

Beginning of the school day:

If you arrive to school after first period has begun, you must report to the main office to sign in and 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. If you are late to school more than seven (7) times (per semester), the office staff will assign you a 30 minute detention to be served that day or the next school day.

****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 school on time following their allotted lunch time. Special occasions/arrangements must be made with the principal in advance to excuse students returning to school later than the allotted time for lunch. Parents are required to inform the school if their student is going off site for lunch.

Tardies to class (periods 2-seminar):

Students will be marked tardy by the teacher if they are late getting to class and/or not on task when the bell rings. ***Continuum of Consequences or Interventions (per semester):***

1-2 Tardies = No Consequences

3+ = 30 minute detention

6= Conference with Counselor

9= Conference with Principal

12= Referred to SAT team for behavioral review

4. Attendance Regulation:

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

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

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 by 8:30 A.M.*

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

Legal Obligation Regarding Attendance Regulation

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

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

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

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

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

Excused Absence - The following absences will be identified as excused absences, according to our secondary school attendance policy. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

1. School Suspensions (documented by school disciplinarians)
2. School-sponsored Field Trips (documented by teachers/sponsors)
3. Funerals (notification required from parent before the absence occurs)

4. Doctor Visits (notification from parent and documentation required from doctor's office signed by a physician)
5. A religious observance, when requested by a student's parent(s)
6. Planned Family Vacation (up to three days/school year with prior administrative approval)

Parentally Excused Absences Due To Illness – Our school will accept a “parentally” excused absence for up to five days during a semester.

Illness absences in excess of the five parentally excused absences will be recorded as “verified unexcused” until a doctor's note is received. This note must be brought to the office within **2** school days following the student's return to the school.

Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor's notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

Verified Unexcused Absence –Any absence that is verified by the parent or guardian, but is not listed in the “Excused” category above would be considered a “Verified Unexcused Absence”. Verified unexcused absences can occur because of personal reasons and may include, but are not limited to:

- Short notice family trips
- Birthday parties
- Non-school related competitions
- Dress shopping & hair appointments
- Graduations
- Trips to the airport
- Car problems
- Planned family vacations in excess of 3 missed school days

Truancy - Any absence that occurs without notification from the student's parent/guardian will be classified as truant. Schools must be notified on or before the day of the absence in order for the absence not to be classified as truancy.

Tardy – Not being in your assigned classroom when class begins, but present for more than half of the class. If the student misses more than 20 minutes of the class due to the tardy they must be marked absent.

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.

4b. – Poor Attendance Consequences & Disciplinary Procedures

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

Truancy or Verified Unexcused Absences (Per Semester) –

- 1st and 2nd offense - 30 minute detention to be served within 24 hours
- 2nd – 4th offense – 1 day ISS.

- ***Please note our ISS program will be committed to educational AND community service purposes. Half of the day our students will focus on academics, by completing missing or late work. The second half of the day will be community service based, by way of working with our custodial and maintenance staff on the upkeep of our facilities.***
- ***If a student refuses to accept responsibility for their actions and is not present for the assigned consequence, appropriate administrative action will take place.***
- 5th – 9th offense – One day of ISS. Student will remain in ISS until parents meet with Guidance Counselor, Administrator, or Student Support Coordinator.
- 10th offense – Subsequent Violations – Summer School Requirements

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. *Assignments can also be found on student Schoology accounts. 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 at school to be eligible to participate in or attend as a spectator ROMS 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 of 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

ROMS staff and administration feel that lessons are best learned when a classroom operates with minimal distractions. These distractions are best handled by the classroom teacher. If a student is referred to the office it is because their behavior is too offensive or persistent to be

handled by the teacher. Detentions can be assigned at any time *by any* ROMS staff member. In-school suspensions and out-of-school suspensions can only be assigned by the principal.

1. We expect ROMS students and staff to exhibit excellent character at all times. The Six Pillars of Character best define what we expect out of everyone in the building

TRUSTWORTHINESS RESPECT FAIRNESS
RESPONSIBILITY CARING CITIZENSHIP

*Students are expected to be prepared, act appropriately and succeed while in school. Student expectations will be made clear for students to accept responsibility for their actions and model good character.

A Positive or Desired student behavior will be monitored and rewarded through a Positive Behavior Intervention & Supports program or **PBIS**. PBIS is a state recognized program that focuses on teaching students expected behaviors in common school areas, as well as in the classroom. Red Oak Middle School will use PBIS in coordination with "CHARACTER COUNTS!" to teach, model, identify & reward positive student behavior.

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 in his or her defense. The principal's decision will be summarized in writing.

4. Detentions:

Students serving detentions **MUST** read or study in well-behaved silence. Parents will be notified if students skip detention. Students skipping detentions will be placed on the following continuum:

Assigned Detention>>> Detention Time Doubles>>> Detention time remains same + lost lunchroom privileges for week>>> Detention time remains the same + lost lunchroom privileges for a week + 0.5 Days of ISS>>> 1 Day of ISS

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. Teachers will document if a student has skipped detention twice and refer the matter to the principal. This student will be placed on step 3 of the continuum.

5. In-School Suspensions (ISS):

When a student is assigned to ISS, a reasonable effort will be made to contact parents the same day. If unavailable to reach by phone an 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 and scheduled maintenance checks will be completed on a regular basis. 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. 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.

5. 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 middle of hand 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 middle of the hand.
- 2.) Shirts, blouses, and other tops
 - a. Must cover at least the belly button.
 - b. Must have straps over the shoulders at least one inch in length.
 - 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.
- 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.

6. 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.

7. 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 (refer to AUP).

8. Posting of Information:

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

9. 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. Gothberg. If a complaint cannot be resolved by the teacher or Mrs. Gothberg, 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. Messinger, the superintendent of schools.

10. Attending Athletic events:

Students be in school for the entire day to attend games and 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.

**Middle School students attending High School Varsity events will be required to sit in the stands or be accompanied by their parent/guardians to ensure the safety of all spectators. Students who do not adhere to this request may be asked to leave the event without refund.*

11. 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, written proof of insurance and concussion form 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, Green Hills AEA 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 school personnel to dispense medication to students. This applies to both prescription and over the counter medication. **ALL** medication must be in the original container AND must be stored in the office. Any medication in baggies or recycled containers will not be administered to students.

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.

6. 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 Drills-

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.

c. Lock down Procedures-

In crisis situations school administration may determine that locking down the school may be the most appropriate action to keep students and staff safe.

LOCKDOWN! - LOCKS, LIGHTS, OUT OF SIGHT

Move away from sight. Lock interior doors. Maintain silence. Turn out the lights. Do not open the door. Move away from sight.

LOCKOUT! - SECURE THE PERIMETER

Bring everyone indoors. Business as usual. Lock perimeter doors. Increase situational awareness.

EVACUATE! - TO ANNOUNCED LOCATION

Bring your phone. Lead student to evacuation location. Leave stuff behind. Follow instructions. Communicate missing, extra or injured students.

HOLD! - IN YOUR CLASSROOM

Stay in class OR move to closest classroom. Stay in class until released. Lock interior door. Communicate missing, extra students to secretary. Keep teaching or supervising until released.

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 update gradebooks on a weekly basis and all grades can be viewed at any point on the Infinite Campus Parent or Student Portals. Parents will be contacted each week by student advisors if failing any classes.**

2. Parent-Teacher Conferences:

Parent-teacher conferences will be held in October 2018 and February 2019. 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 will 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 and will be assigned a work ethic grade based on the timeliness of their homework completion.

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 or attend tutoring sessions 2 days a week if failing ANY course. Failure to attend two tutoring sessions will result in the ineligibility

of the student for the next week's events. 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:

- First Offense: 25% loss of eligibility
 - Second Offense: 50% loss of eligibility
 - Third Offense: 12 month loss of eligibility
- } Number of activities or events will be rounded up.

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.

6. 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/or
- 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.

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 and Yearbook . 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 are 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 class time for personal calls or text messaging (this includes tardies to class because of time spent on school or cellular phone for personal reasons). A tardy to class caused by the use of personal cell phone will result in a violation of the schools cellphone policy and the appropriate disciplinary action will be taken.

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 & gaming/music devices:

Mobile phones can be used to enrich, expand and explore in the classroom. Utilizing a mobile phone in school is a privilege that comes with expectations, rules and consequences. Review the information below, discuss it with your guardian, and mark the choice that is appropriate for your family. Parents and students in grades 6-12 are asked to sign and a phone agreement form which is located at the end of this handbook.

Phones can only be used to:

- * Connect to the internet for relevant classroom activities as permitted by the classroom teacher
- * Text discussion to secure, and student-privacy-protected message boards

Rules for usage in the classroom:

- * Phones will not be used to text/message for personal and/or social reasons during class
- * Phones will be used only at times or purposes directed by the teacher
- * When texting/messaging for classroom purposes, students will only text/message information relevant to the class activity and will refrain from adding extraneous and/or inappropriate information
- * Students must ask permission to use phone in class for anything other than the items listed above

Consequences for misuse:

Should a student be caught violating the rules above and/or engaging in activities that are inappropriate for mobile phone use in the classroom, the following will occur:

1st offense: Warning – student must put the phone away

2nd offense: Teacher secures phone until the end of class period with the student can retrieve

3^d offense: This occurs when student refuses to hand over phone to the teacher. Office referral is created and parents are contacted.

Excessive office referrals for phone violations can result in the student being prohibited to use a personal device during the classes. Failure to meet this expectation will result in an immediate office referral with consequence at the discretion of the building principal.

GUARDIANS: Mobile phone plans are costly, and the school district wishes to respect your family's rules with regards to cell phone ownership and usage. Your student is NOT required to have or use a mobile phone for class; alternative methods of communication are available for students who do not have mobile phones and/or wish to refrain from mobile phone usage at school.

2. School Announcements:

Daily announcements will be read over the intercom at the end of 3rd 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. Soda and high caffeinated energy drinks are NOT allowed for consumption in the lunchroom.

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. **Lunch accounts cannot get more than a negative \$5.00. *Students will be given a letter for them to give to parents when the balance gets to a negative \$0.01 and will continue until the lunch account is back to a positive amount.*** The school will provide a limited number of sack lunch to students that have a negative \$5.00 balance.

b. Ala-Carte

Students will be allowed to purchase additional items to eat after they have consumed their regular school lunch. Items range in price from \$0.50 to \$1.85 and include foods such as; sports drinks, water, fruit snacks, snack bars & a second lunch entre. **STUDENTS MUST HAVE \$money\$ in their lunch account to purchase ala-carte items.**
****Parents- please contact the office if you would like to prohibit your child from purchasing ala-carte items****

5. Media Center:

Students are invited and urged to use the media center during their classes, study halls, 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 staff member.

*ALL unaccompanied student computers will be turned into the Media Center.

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.

MOBILE PHONE STUDENT/PARENT AGREEMENT

Mobile phones can be used to enrich, expand and explore in the classroom. Utilizing a mobile phone in school is a privilege that comes with expectations, rules and consequences. Review the information below, discuss it with your guardian, and mark the choice that is appropriate for your family. Sign and return the bottom portion to school.

Phones can only be used to:

- * Connect to the internet for relevant classroom activities as permitted by the classroom teacher
- * Text discussion to secure, and student-privacy-protected message boards



Rules for usage in the classroom:

- * Phones will not be used to text/message for personal and/or social reasons during class
- * Phones will be used only at times or purposes directed by the teacher
- * When texting/messaging for classroom purposes, students will only text/message information relevant to the class activity and will refrain from adding extraneous and/or inappropriate information
- * Students must ask permission to use phone in class for anything other than the items listed above

Consequences for misuse:

Should a student be caught violating the rules above and/or engaging in activities that are inappropriate for mobile phone use in the classroom, the following will occur:

- 1st offense: Warning – student must put the phone away
- 2nd offense: Teacher secures phone until the end of class period with the student can retrieve
- 3rd offense: This occurs when student refuses to hand over phone to the teacher. Office referral is created and parents are contacted.

Excessive office referrals for phone violations can result in the student being prohibited to use a personal device during the classes. Failure to meet this expectation will result in an immediate office referral with consequence at the discretion of the building principal.

GUARDIANS: Mobile phone plans are costly, and the school district wishes to respect your family’s rules with regards to cell phone ownership and usage. Your student is NOT required to have or use a mobile phone for class; alternative methods of communication are available for students who do not have mobile phones and/or wish to refrain from mobile phone usage at school. Please fill out the information below regarding your family’s decision about your student’s mobile phone usage at school and have your student return it as requested.

Please fill out below and return to school

I have reviewed the above information and agree to follow the rules for mobile phone usage in school. I understand that if I fail to follow the above rules, I will receive the consequences listed above.

Printed student name

Student signature & date

I, the guardian of the student above, make the following choice about my student’s mobile phone usage for class and also support the school cell phone policy.

Yes, my student can use his/her phone for class

NO, my student cannot use his/her phone for class

Guardian printed name

Guardian signature

2018-2019 School Calendar

CALENDAR LEGEND

Hol/Vac Days
 Full Day Prof Dev

Full Day Professional Development
 August 20, 21, 22
 October 8
 January 2, 28
 March 4
 April 1

**Professional Development
 Noon Release**
 September 10, 24
 October 15, 29
 November 12, 26
 December 10
 January 7, 21
 February 25
 March 11, 25
 April 15
 May 6, 13, 20

Noon Early Release
 September 21
 October 2, 4
 November 21
 February 5, 7
 Last Day of School

August 2018					Student Days/Hours	
M	T	W	Th	F		
13	14	15	16	17		
20	21	22	23	24	2	
27	28	29	30	31	5	
September 2018						
3	4	5	6	7	4	
10	11	12	13	14	5	
17	18	19	20	21	5	
24	25	26	27	28	5	
October 2018						
1	2	3	4	5	4	
8	9	10	11	12	4	
15	16	17	18	19	5	
22	23	24	25	26	5	
29	30	31			3	
November 2018						
			1	2	2	
5	6	7	8	9	5	
12	13	14	15	16	5	
19	20	21	22	23	3	
26	27	28	29	30	5	
December 2018						
3	4	5	6	7	5	
10	11	12	13	14	5	
17	18	19	20	21	5	
24	25	26	27	28		
31						
January 2019						
	1	2	3	4	2	
7	8	9	10	11	5	
14	15	16	17	18	5	
21	22	23	24	25	5	
28	29	30	31		3	
February 2019						
				1	1	
4	5	6	7	8	4	
11	12	13	14	15	4	
18	19	20	21	22	5	
25	26	27	28		4	
March 2019						
				1	1	
4	5	6	7	8	3	
11	12	13	14	15	5	
18	19	20	21	22	3	
25	26	27	28	29	5	
April 2019						
1	2	3	4	5	3	
8	9	10	11	12	5	
15	16	17	18	19	4	
22	23	24	25	26	4	
29	30				2	
May 2019						
		1	2	3	3	
6	7	8	9	10	5	
13	14	15	16	17	5	
20	21	22	23	24	5	
27	28	29	30	31	3	
June 2019						
3	4	5	6	7		
10	11	12	13	14		

180 Days/1080 Hours Calendar

Aug 16,17 New Teacher Prof Dev
 Aug 20,21,22 Prof Dev
 Aug.23 Begin 1st Qt/Sem

Sept 3 Labor Day (No School)
 No school election in even numbered years

Oct 2 & 4 Parent/Teacher Conferences
 Oct 5 No School
 Oct 8 Prof Dev No School
 Oct 23 End 1st Qt
 Oct 24 Begin 2nd Qt

Nov. 22-23 Thanksgiving Holiday (No School)

Dec 24-Jan 1 Winter Break (No School)
 Jan 2-Prof Dev No School
 Dec 21 End 2nd Qt/1st Sem

Jan 2 No School Prof Dev
 Jan 3 Begin 3rd Qt/2nd Sem

Jan 28 Prof Dev No School

Feb 5 & 7 Parent/Teacher Conferences
 Feb 8 No School
 Feb 11 No School

Mar 4 Prof Dev No School
 Mar 5 Snow Make Up Day
 Mar 15 End 3rd Qt
 Mar 18 Begin 4th Qt
 Mar 21 & 22 No School

Apr 1 Prof Dev No School
 Apr 2 Snow Make Up Day
 Apr 19-22 No School

May 27 Memorial Day
 May 29 End 4th Qt/2nd Sem

**Red Oak
Community School District**

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

**Parent/Student Information for All Students
2018-2019**

Vision Statement:

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

The Belief of the Red Oak Community School District

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

The Educational Philosophy of the Red Oak Community School District

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

Culture of the Red Oak Community School District

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

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

Statement on Human Dignity and Diversity

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

Non Discrimination Policy

It is the policy of the Red Oak Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, age, socio economic status or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. 794), and the Americans with Disabilities Act (42 U.S.C. 12101, et seq.). Inquiries or grievances regarding compliance may be directed to the Educational Equity Coordinator, Tom Messinger, Superintendent of Schools (or his designated representative), Red Oak Community School District, 1901 N Broadway St Ste A, Red Oak, Iowa, 51566.

Learning Centers in the Red Oak Community School District are:

- Inman Primary School – the Early Childhood Special Education Program, the Right Start four year old program, the Kaleidoscope four year old program and grades kindergarten through three
- Washington Intermediate School – grades four and five
- Red Oak Middle School – grades six through eight
- Red Oak High School – grades nine through twelve and the Red Oak Alternative School located in the Technology Center Building.

Jurisdictional and Behavioral Expectations Statement

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

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

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

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

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

Definitions

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

School Fees

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

For the 2018 – 2019 school year, student textbook fees are:

- Inman Primary and Washington Intermediate \$35.00
- Red Oak Middle School \$50.00
- Red Oak High School \$50.00
- Kaleidoscope Preschool, Right Start, Early Childhood Model Students:
 - \$30.00 per month full pay
 - \$15.00 per month qualified pay
- There is no cost for a student activity pass, Adult passes are \$70 and a couple's pass is \$120
- 2018 – 2019 school year meal prices are:
 - All Schools: student breakfast--\$1.70/day
 - Adult breakfast--\$2.00/day
 - Inman Primary School student lunch \$2.55 per day
 - Washington Intermediate, Middle School, and High School student lunch \$2.70 per day
 - Adult lunch \$3.70 per day
 - Extra milk for all \$.45 cents per carton

Second (extra) lunches for students will cost the same as an adult lunch - \$3.70

Emergency Forms

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

STUDENT ATTENDANCE

Inclement Weather

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over Radio Stations: KCSI Red Oak, KMA Shenandoah, KSOM Atlantic, Omaha TV Stations: KETV Channel 7, Action 3 News, WOWT Channel 6, Fox 42 KTPM. A missed day will be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means in addition to the school district's website.

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 dismiss

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.

Immunizations

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

Dtap: 5 doses with 1 received after age 4 if born on or after Sept 15, 2003 OR 4 doses with one after age 4 if born after Sept 15, 2000 but before Sept 15, 2003

Tdap: Proof of 1 dose upon entrance into 7th Grade

Meningitis: Proof of 1 dose upon entrance into 7th Grade and proof of 2nd dose given after age 16 upon entrance into 12th grade. (New 2017)

IPV: 4 doses with 1 received after age 4 if born after Sept 15, 2004 OR 3 doses with 1 after age 4 if born on or before Sept 15, 2003

MMR: 2 doses after 12 months of age

Hep B: 3 doses

Varicella: 2 doses received after 12 months of age if born on or after Sept 15, 2003 OR 1 dose if born after Sept 15, 1997 but before Sept 15, 2003, OR proof of history of natural disease.

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

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

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

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

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

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

Physical Examinations

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

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

Administration of Medication

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

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

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

Prescription Medication

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

Non-Prescription Medication

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

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

Student Illness or Injury at School

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

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

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

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

Communicable and Infectious Diseases

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

Health Screening

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

Teacher Qualifications

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

Parents/Guardians may request this information from the office of the superintendent by calling 712-623-6600 or by sending a letter of request to Mr. Tom Messinger, Superintendent, Red Oak Community School District, 1901 N Broadway St STE A, 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 termination.

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.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Approved January 23, 2012

Reviewed Jan. 9, 2012

Revised July 23, 2018

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

An individual who has knowledge an employee has physically or sexually abused a student may immediately report it to the school district's Level I investigator. "Employee" means one who works for pay or as a volunteer under the direction and control of the school district. The report is written, signed and witnessed by a person of majority age. The witness may be the Level I investigator. The reporter is the individual filing the report.

The report will contain the following:

- The full name, address, and telephone number of the person filing.
- The full name, age, address, and telephone number, and attendance center of the student.
- The name and place of employment of the employee who allegedly committed the abuse.
- A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- A list of possible witnesses by name, if known.
- Names and locations of persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Upon request, the Level I investigator may assist the reporter in completing the report. An incomplete report will not be rejected unless the missing information would render the investigation futile or impossible. An employee receiving a report of alleged abuse of a student by an employee will pass the report to the investigator and will keep the report confidential to the maximum extent possible.

In order for the school district to have jurisdiction over the acts and to constitute a violation of the law, acts of the employee must be alleged to have occurred on school grounds, on school time, at a school-sponsored activity, or in a school-related context. However, the student need not be a student in the school district. The student can be from another school district.

To be investigable, the written report must include basic information showing that the victim of the alleged abuse is or was a student at the time of the incident, that the alleged act of the employee resulted in injury or otherwise meets the definition of abuse in these rules, and that the person responsible for the act is currently an employee. If the report is not investigable due to lack of jurisdiction, the investigator will dismiss the complaint and inform the reporter of other options available. Other options available to the reporter include contacting law enforcement authorities, private counsel, or the Board of Educational Examiners in the case of a licensed employee. If the Level I investigator believes the student is in imminent danger if continued contact is permitted between the employee and the student, the Level I investigator may:

- temporarily remove the student from contact with the employee;
- temporarily remove the employee from service; or,
- take other appropriate action to ensure the student's safety.

The Level I investigator will have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

Any Level I investigation shall follow all applicable Iowa laws and regulations.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Complaint of Injury to or Abuse of a Student by a School District Employee

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

Student's Name and Address: _____

Student's Telephone number: _____

Student's School: _____

Name and place of employment of employee accused of abusing student: _____

Allegation is of _____ Physical abuse _____ Sexual abuse _____

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

Were there any witnesses to the incident or are there students or persons who may have information about this incident? _____yes _____no

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

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

_____ Yes _____ No Telephone Number _____

Has any professional person examined or treated the student as a result of the incident? ___yes ___no ___unknown

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

Has anyone contacted law enforcement about this incident? ___yes ___no

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

Your name, address and telephone number:

Relationship to student: _____

Complainant Signature

Witness Signature

Date

Witness Name (please print)

Witness Address

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

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

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Report of Level I Investigation

Students Name: _____

Student's Age _____ Students Grade: _____

Student's Address: _____

Student's School: _____

Name of accused school employee: _____ Building: _____

Name and address of person filing report: _____

Name and address of student's parent or guardian, if different from person filing report: _____

Date report of abuse was filed: _____

Allegation is: Physical Abuse: _____ Sexual Abuse: _____

Describe the nature, extent and cause of the student's injury, if any and if known: (Attach additional pages if needed)

Describe your investigation: Attached additional pages if needed. (Please do not use student witnesses 'full names.)

*Were parent(s) or guardian(s) advised of their right to see and hear any interview of their pre-kindergarten through sixth grade children who are alleged victims of or a witness in a sexual abuse investigation?

_____ Yes _____ No Was the right exercised? _____ Yes _____ No

Were audio tapes made of any interviews? _____ Yes _____ No

Were video tapes made of any interviews? _____ Yes _____ No

Was any action taken to protect the student during or as a result of the investigation?
_____ Yes _____ No

If yes, describe:

_____ student excused from school _____ school employee placed on leave

_____ student assigned to different class _____ other (please specify)

Level I investigator's conclusions:

___ **The complaint is being dismissed for lack of jurisdiction.**

___ Physical abuse was alleged, but no allegation of injury was made.

___ Physical abuse was alleged, but no evidence of physical injury exists, and the nature of the alleged incident makes it unlikely an injury, as defined in the rules, occurred.

___ Sexual abuse was alleged, but the alleged actions of the school employee, even if true, would not meet the definition of sexual abuse in the rules.

___ Alleged victim was not a student at the time of the incident.

___ Alleged school employee is not currently employed by this school district.

___ Alleged incident did not occur on school grounds, on school time, at a school-sponsored activity, nor in a school-related context.

___ **The complaint has been investigated and concluded at Level I as unfounded.**

___ Complaint was withdrawn.

___ Insufficient evidence exists that an incident of abuse, as defined in the rules, took place.

___ **The complaint has been investigated at Level I and is founded.**

___ The investigation is founded at Level I and is being turned over to Level II for further investigation.

___ Investigation of the complaint was deferred at Level I and referred to law enforcement at this time.

___ The investigation is concluded at Level I because the accused school employee has admitted the violation, has resigned, or has agreed to relinquish any teaching license held.

Current status of investigation:

___ Closed. No further investigation is warranted.

___ Closed and referred to school officials for further investigation as a personnel matter.

___ Deferred to law enforcement officials.

___ Turned over to Level II investigator.

Other comments: _____

I have given a copy of the report of abuse and of this investigative report to the employee named in the report, the employee's supervisor, and the student's parent or guardian and informed the person filing the report of the options of contacting law enforcement, private counsel, or the State Board of Educational Examiners, if the accused school employee holds an Iowa teacher's certificate or license.

Name of investigator (please print)

Investigator's place of employment

Signature of investigator

Date

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

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

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

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

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

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

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

Approved August 27, 2018 Reviewed August 27, 2018 Revised August 27, 2018

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

I. General Procedures

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

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor, principal or another appropriate school employee to help.
2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor, principal or another appropriate school employee; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal or another appropriate school employee 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.

II. Complaint Procedure

A student who believes that the individual has been harassed or bullied will notify the appropriate building principal or designee, who will be the designated Level 1 Investigator. The alternate investigator shall be a building principal from another building within the district. The investigator may request that the student 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.

The investigator has the authority to initiate an investigation in the absence of a written complaint.

III. 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 superintendent. The investigator will provide a copy of the findings of the investigation to the superintendent. Remember the following points:

- 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; and
- Retaliators will be disciplined up to and including suspension and expulsion.

IV. Conflicts with Investigation

If the Level 1 Investigator is a witness to the incident, the alternate investigator shall investigate.

V. Resolution of the Complaint

Following receipt of the investigator's report, the superintendent 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 superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The 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 superintendent will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

ANTI-BULLYING/HARASSMENT HANDBOOK PROVISION

I. 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.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

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

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

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

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or

- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

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

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

II. Procedures

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

1. 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, principal or another appropriate school employee to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor, principal or another appropriate school employee; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal or another appropriate school employee 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.

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of Complainant:

Position of complainant:

Date of complaint:

Name of alleged harasser or bully:

Date and place of incident or incidents:

Description of incident or incidents:

Name of witnesses (if any):

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

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

Signature:

Date:

____ / ____ / ____

ANTI-BULLYING/HARASSMENT WITNESS FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

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

Signature: _____

Date: ___ / ___ / ___

STUDENT RECORDS

The board recognizes the importance of maintaining student records and preserving their confidentiality. For purposes of this policy and other policies relating to student records, student is defined as an enrolled individual in a pre-kindergarten through twelfth grade, including children in school district-sponsored child care programs. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages.

The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

STUDENT RECORDS

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;

STUDENT RECORDS

- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations and/or their authorized representatives conducting for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if the study does not release personally identifiable information and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies;
- to authorized representatives of the Secretary of Agriculture or authorized representative from the Food and Nutrition Service for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding for or providing a school lunch program for which the results will be reported in an aggregate form that does not identify any individual, provided that the data collected shall be protected in a manner that will not permit the personal identification of students and their parents to anyone other than those authorized under this paragraph and any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;
- to an agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student, provided that the education records or the personally identifiable information contained in such records of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records;

STUDENT RECORDS

- in connection with a health or safety emergency; or,
- as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies involved.

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The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies 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 agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is 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 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.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any 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. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

STUDENT RECORDS

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Approved August 27, 2018

Reviewed August 27, 2018

Revised August 27, 2018

STUDENT RECORDS REGULATION

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, is permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically.
2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent is given by the parent, legal guardian, or a student of majority age. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student are notified in advance.
5. Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.

Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.

5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents may appeal the hearing officers decision to the superintendent within ten (10) working_days if the superintendent does not have a direct interest in the outcome of the hearing.
7. The parents may appeal the superintendent's decision, or the hearing officers decision if the superintendent was unable to hear the appeal, to the board within ten (10) working days. It is within the discretion of the board to hear the appeal.

STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Sig. Required**	User Must Sub. Written Reg.	No Parent Sig. Required	Parent Notify in Advance	Parent Notify of Release	Req. Made Part of Stud. Rec.	Sche. Hearing Foll. b/wrtn. decision t/Par.	
Subpoena or Judicial Order				•	•				Lawfully Issued 507.1
Student Financial Aid				•					Written Request
School or Staff in Same School System				•					No Written Request Necessary
Other School System Where Student Plans to Enroll	•		•	•		•	•		507.1E2
United States Comptroller General			•	•			•		507.1E2
Dept. of Health, Education and Welfare Secretary			•	•			•		507.1E2
National Institute of Education			•	•			•		507.1E2
Iowa Dept. of Education Official			•	•			•		507.1E2
Parent Inspection of Student Educational Records	•	•							507.1E5
Parent Request for Hearing to Challenge Record		•						•	507.1E4
Parent Authorization for School to Release Information	•	•							507.1E3
Notification of Transfer of Student Records	•			•					507.1E6

*Such written request is available for inspection by the parent or student and the school official responsible for record maintenance.

**When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accorded the parent of the student will thereafter be required of and accorded only to the student.

REQUEST OF NONPARENT FOR EXAMINATION/COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the Red Oak Community School District's official student records of:

(Legal Name of Student) (Date of Birth)

The undersigned requests copies of the following official student records of the above student:

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ()
- (d) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ()
- (e) An official of the Iowa Department of Education. ()
- (f) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

(Signature)

(Title)

(Agency)

APPROVED:

Signature: _____

Title: _____

Dated: _____

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone _____

Number: _____

PARENTAL AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes _____

School District to release copies of the following official student records:

concerning _____ (Full Legal Name of Student) _____ (Date of Birth)

_____ (Name of Last School Attended) from 20 ____ to 20 ____ (Year(s) of Attend.)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- () the undersigned
- () the student
- () other (please specify) _____

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official student records of my child, _____, (full legal name of student held by), _____ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision and why.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR EXAMINATION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____ , _____ (Date of Birth) _____ (Grade)
(Full Legal Name of Student)

(Name of School)

My relationship to the student is: _____
(check one)

- I do
- I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED:

Signature: _____
Title: _____
Dated: _____

Date: _____
Address: _____
City: _____
State: _____ ZIP _____
Phone Number: _____

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address: _____ City/State: _____ Zip: _____

Please be notified that copies of the Red Oak Community School District's official student records concerning _____, (full legal name of student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here _____ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name)

(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent):

This letter is to notify you that the Red Oak Community School District has received a (subpoena or court order) requesting copies of your child's permanent records. The specific records requested are _____.

The school district has until (date on subpoena or court order) to deliver the documents to (requesting party on subpoena or court order). If you have any questions, please do not hesitate to contact me at (phone #).

Sincerely,

(Principal or Superintendent)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Statement of Purpose: The purpose of this Agreement is to allow for the sharing of information among the School District and the Agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

Identification of Agencies: This agreement is between the Red Oak Community School District (hereinafter "School District") and (agencies listed) (hereinafter "Agencies").

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2002).

Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is 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.
5. Information shared under the agreement is not admissible in any 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.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidentiality: Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from (September 1, 20 or other date).

Termination: The School District may discontinue information sharing with an Agency if the School District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

ANNUAL NOTICE

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 the day the district receives a request for access.

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

- (2) The right to request the amendment of the student’s 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 and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving

on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent.

Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by the first Friday in September to the principal. The objection needs to be renewed annually.

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.

As with all directory information, military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

- (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 Parties 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 is 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 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. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Approved August 27, 2018

Reviewed August 27, 2018

Revised August 27, 2018

ANNUAL NOTICE

La FERPA (Family Educational Rights and Privacy Act), la ley que trata sobre el derecho a la privacidad y los derechos educativos de la familia, le depara a los padres y a los estudiantes mayores de dieciocho años (estudiantes emancipados) ciertos derechos con respecto a los expedientes académicos del estudiante. Estos derechos están a continuación:

- (1) El derecho a inspeccionar y a revisar los expedientes académicos del estudiante dentro de un plazo de 45 días a partir de la fecha en que el distrito reciba una solicitud para obtener acceso a los expedientes.

Los padres o los estudiantes emancipados deben someter una solicitud por escrito al director de la escuela (o al oficial escolar apropiado) identificando el expediente o los expedientes que ellos desean inspeccionar. El director hará arreglos para el acceso a los mismos y le notificará al padre o a la madre o al estudiante emancipado de la hora y el lugar en donde se pueden inspeccionar los expedientes.

- (2) El derecho a solicitar una enmienda de los expedientes académicos del estudiante, los cuales piensan los padres o el estudiante emancipado que están incorrectos, que son engañosos o que quebrantan los derechos del estudiante a su privacidad.

Si los padres o los estudiantes emancipados creen que un expediente está incorrecto o es engañoso, pueden pedirle al distrito escolar que enmiende el expediente. Ellos deben escribirle al director de la escuela, identificando claramente la parte del expediente que ellos desean cambiar y especificando por qué el expediente está incorrecto o es engañoso.

Si el distrito escolar decide no enmendar el expediente, según la solicitud de los padres o de los estudiantes emancipados; el distrito notificará a los padres o al estudiante emancipado de esta decisión y les informará de su derecho a tener una audiencia con relación a la solicitud de enmienda. Cuando se le notifique del derecho a tener una audiencia, el padre, la madre o el estudiante emancipado también recibirá información adicional sobre los procedimientos de la audiencia.

- (3) El derecho al consentimiento de la divulgación de información contenida en el expediente académico del estudiante y que lo identifica personalmente, a la excepción de lo que autoriza FERPA divulgar sin consentimiento.

Una excepción que permite la divulgación de información sin consentimiento es la divulgación de información a los oficiales escolares que tienen intereses educativos legítimos. Un oficial escolar es una persona que es empleado del distrito ya sea como administrador, supervisor, instructor, personal auxiliar (incluyendo el personal médico o de servicios de salud y el personal policial), una persona miembro de la junta escolar, una persona o compañía con quien el distrito ha contratado para realizar una tarea especial (tal

como un abogado, interventor de cuentas, empleados del AEA (Agencias de Educación Regionales), asesor médico o terapeuta), o como un padre o estudiante que participa en un comité oficial, tal como un comité disciplinario o de quejas, o un equipo auxiliar de estudiantes, o como una persona que ayuda a otro oficial escolar a realizar sus tareas.

Un oficial escolar tiene un interés escolar legítimo si el oficial necesita revisar un expediente académico a fin de cumplir con su obligación profesional.

[Previa solicitud, el distrito divulgará sin consentimiento los expedientes académicos a los oficiales de otro distrito escolar en el cual el estudiante tiene la intención de matricularse. (Nota: A menos que en su notificación anual haya una declaración indicando que tienen la intención de enviar los expedientes al solicitante cuando éste los solicite. FERPA exige que un distrito escolar haga un intento razonable para notificar al padre o al estudiante emancipado de que han recibido una solicitud para la obtención de los expedientes académicos).

- (4) El derecho de informarle al distrito escolar de que el padre o la madre no quieren que se comunique al público la información contenida en el directorio, tal como se define abajo. Cualquier estudiante mayor de dieciocho años de edad o padre o madre que no quiera que se comunique al público esta información puede hacer una objeción de los escribiéndole al director a más tardar el (date) de (month) de (year) . La objeción tiene que ser renovada anualmente.

Nombre, dirección, número de teléfono, fecha y lugar de nacimiento, materia de estudio principal, participación en deportes y en actividades reconocidas oficialmente, peso y estatura de los miembros de los equipos atléticos, fechas de asistencia a la escuela, diplomas y premios recibidos, la escuela o institución docente más reciente a la que asistió el estudiante, fotografía o imagen u otra información parecida.

- (5) El derecho a presentar una queja al U.S. Department of Education (Ministerio de Educación de los Estados Unidos) con respecto a las faltas supuestas del distrito en cumplir con los requisitos de FERPA. A continuación encontrará el nombre y la dirección de la oficina que maneja FERPA:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C., 20202-4605.

El Distrito Escolar puede intercambiar con cualquiera de las Partes cualquier información contenida en el expediente académico permanente del estudiante. Esta información debe estar relacionada directamente con la capacidad del sistema de justicia de menores para servir efectivamente al estudiante. Antes de la adjudicación, la información contenida en el

expediente permanente puede ser divulgado por parte del Distrito Escolar a las Partes sin consentimiento de los padres y sin una orden judicial. Después de la adjudicación, la información contenida en el expediente permanente del estudiante solamente podrá ser divulgada con consentimiento de los padres o por medio de una orden judicial. La información que se intercambie conforme con un acuerdo, será utilizado únicamente para determinar los programas y los servicios apropiados para las necesidades del estudiante o de la familia del estudiante. También se podrá utilizar para coordinar la entrega de los programas y los servicios al estudiante o a la familia del estudiante. A menos que se obtenga un consentimiento por escrito de parte de los padres de un estudiante, del guardián o del custodio legal o real del estudiante, la información que se intercambie en virtud de un acuerdo, no será admisible en ningún procedimiento judicial que tenga lugar antes de una audiencia de disposición. Este acuerdo solamente rige la capacidad de un distrito escolar para intercambiar información y rige los propósitos para los cuales se puede utilizar esa información.

El propósito para el cual se intercambia la información antes de la adjudicación del estudiante es para mejorar la seguridad del colegio, reducir el uso ilícito de drogas y de alcohol, reducir las inasistencias a clase, reducir las suspensiones en el colegio y fuera del colegio, y para apoyar las alternativas a las suspensiones y expulsiones en el colegio y fuera del colegio. Estas alternativas proporcionan programas educativos estructurados y bien supervisados, suplidos por servicios adecuados y coordinados que están diseñados para corregir comportamientos que causan inasistencias a clase, suspensiones y expulsiones. Estos programas apoyan a los estudiantes en completar exitosamente su educación.

El individuo que solicite la información debe ponerse en contacto con el director del edificio en el cual el estudiante está actualmente matriculado o en el que estuvo matriculado. El director entonces enviará los expedientes dentro de los diez días laborables que le siguen a la fecha en que se recibió la solicitud.

La información confidencial que se intercambie entre las Partes y el distrito escolar permanecerá en confianza y no se intercambiará con ninguna otra persona salvo que esté dispuesto por ley. A menos que se obtenga el consentimiento por escrito de parte del padre o la madre del estudiante del guardián o del custodio real o legal del estudiante, ninguna información intercambiada según el acuerdo será admisible en ningún procedimiento judicial que tenga lugar antes de la audiencia.

STUDENT RIGHTS AND RESPONSIBILITIES

Code No. 102

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age (for employment), genetic information (for employment), socioeconomic status (for programs) or marital status (for programs) in its educational programs and its employment practices. There is a grievance procedure for process complaints of discrimination. Any person with questions or a grievance regarding this policy should contact the Equity Coordinator, Superintendent of Schools, 1901 N Broadway St. Ste A, Red Oak, IA 51566, 712-623-6600, messingert@roschools.org

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, religion, creed, sex, disability, sexual orientation, gender identity, socioeconomic status, or marital status. The board is committed to the policy that no employee or applicant for employment will be subject to discrimination on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information. 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.

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor, or Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, socioeconomic status, or marital status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

GRIEVANCE PROCEDURE

Level Three - Appeal to Board

If the grievant is not satisfied with the Compliance Officer's decision, the grievant can file an appeal with the board within 5 working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name	Superintendent of Schools
Office Address	Administrative Center, 1901 N Broadway St. Ste A, Red Oak, IA 51566
Phone Number	(712) 623-6600
Office Hours	7:30 a.m. to 4:30 p.m.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Iowa Civil Rights Commission; the Equal Employment Opportunity Commission; the U.S. Department of Education, Office for Civil Rights; the U.S. Department of Education, Office of Special Education Programs; or the Iowa Department of Education. Any inquiry or complaint to a state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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 race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age (for employment), genetic information (for employment), socioeconomic status (for programs) or marital status (for programs) in its educational programs and its employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act (ADEA), the Pregnancy Discrimination Act, Iowa Code Chapter 216, or Iowa Code Section 280.3 is directed to contact:

(Title) Superintendent of Schools

(where located) Administrative Center, 1901 N Broadway St. Ste A Red Oak, IA 51566

(telephone number) (712) 623-6600

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing the state and federal laws outlined above.

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS
REQUIRING NON-DISCRIMINATION

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

Signature _____

Address _____

Phone Number _____

If student, name _____ Grade Level _____

Attendance center _____

GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name _____

Grievance Date _____

State the nature of the complaint and the remedy requested.

Indicate Principal's or Supervisor's response or action to above complaint.

Signature of Principal or
Supervisor

SECTION 504 STUDENT AND PARENTAL RIGHTS

The Red Oak Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act (ADEA), the Pregnancy Discrimination Act, Iowa Code Chapter 216, or Iowa Code Section 280.3 should be directed to:

(Title) Superintendent of Schools

(where located) Administrative Center, 1901 N Broadway Ste A Red Oak, IA 51566

(telephone number) (712) 623-6600

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing the state and federal laws outlined above.

(Title) Superintendent of Schools

(where located) Administrative Center, 1901 N Broadway Ste A Red Oak, IA 51566

(telephone number) (712) 623-6600

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing the state and federal laws outlined above.

APPROPRIATE USE OF DISTRICT TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS

The board is committed to making available to students and employees' access to a wide range of electronic learning facilities, technology (potentially including, but not limited to, computers, tablets, and handheld devices), equipment and software, network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication.

The school district's technology, network and/or internet connection are not a public access service or a public forum. The school district has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology, network and/or internet connection, including the use of personal technology brought into the school district by students and staff and the ability of students and staff to access the school district's network systems and internet access using personal technology.

The school district's technology, network systems, and internet access shall be available to all students and staff within the school district. However, access is a privilege, not a right. Each student and employee must have a signed acceptable use agreement on file prior to having access to and using the school district's technology, network, and the internet. The amount of time and type of access available for each student and employee may be limited by the school district's technology and the demands for the use of the school district's technology.

Individual student accounts and electronic mail addresses may be issued to students. Even if students have not been given access to and/or use of the school district's technology, network, and the internet, they may still be exposed to information from the school district's technology, network, and/or the internet in guided curricular activities at the discretion of their teachers. 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.

Students and employees shall only engage in appropriate, ethical, and legal utilization of the school district's technology, network systems, and internet access. Student and employee use of the school district's technology, network, and internet access shall also comply with all school district policies and regulations. Employees and students will be instructed on the appropriate use of the internet. Parents/guardians 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.

APPROPRIATE USE OF DISTRICT TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS

Students, parents/guardians, and employees may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents/guardians, and employees are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the school district's technology, network systems, and the internet.

Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the school district's technology, network, and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for employees up to and including termination of employment and/or other legal action. The school district's administration will determine what constitutes inappropriate use and its decision will be final.

The school district may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke, or suspend user accounts. Any user identified as a security risk or having a history of problems with technology and/or network systems may be denied access to the school district's technology, network systems, and the internet. Students and employees will be instructed by the school district's technology coordinator or other appropriate personnel on the appropriate use of the school district's technology, network, and the internet.

The internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the internet. Some students might encounter information that may not be of educational value.

The school district will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations, and other considerations involving internet usage.

APPROPRIATE USE OF DISTRICT TECHNOLOGY,
NETWORK SYSTEMS, AND INTERNET ACCESS

The school district has the right, but not the duty, to monitor any and all aspects of its technology, network systems and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all technology and internet activity including any logs, data, e-mail, storage, and/or other technology related records of any user. The use of e-mail is limited to school district and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the school district's technology and network systems, including the internet.

No warranties, expressed or implied, are made by the school district for the technology and internet access being provided. Although the school district has taken measures to implement and maintain protection against the presence of viruses, spyware, and malware on the school district's technology, network systems, and internet access, the school district cannot and does not warranty or represent that the school district's technology, network systems or internet access will be secure and free of viruses, spyware or malware at all times. The school district, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The school district is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or employees may incur as a result of their use of the school district's technology, network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the school district's technology, network systems, and/or internet access is assumed by and is the responsibility of the user.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the superintendent, any building principal or the technology coordinator.

The board will review and update this policy as necessary. The district will maintain this policy at least five (5) years after the termination of funding pursuant to the Children's Internet Protection Act (CIPA) or E-rate.

APPROPRIATE USE OF DISTRICT TECHNOLOGY,
NETWORK SYSTEMS, AND INTERNET ACCESS REGULATION

I. Responsibility for Internet Appropriate Use.

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

II. Internet Access.

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

III. Permission to Use Internet

- A. Annually, parents/guardians of students under the age of 18 will grant permission for their student to use the internet using the prescribed form.

- B. All employees will sign the “District Employee Technology Usage Agreement” and return it to the Central Office.
- C. People using the guest wireless network to access the internet will be required to agree to the terms of use before they are granted access.

IV. Student Use of Internet.

- A. Equal Opportunity - The internet is available to all students who have permission to use the internet within the school district under the supervision of a staff member. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
 - 1. It is possible that students in grades 6-12 who have a school-issued device as part of the 1:1 program will access the internet without direct supervision of a staff member during the school day.
 - 2. Students in grades 6-12 who have a school-issued device as part of the 1:1 program will be able to access the internet while away from school. Because they will be accessing the internet via the school’s internet service and content filtering technology, the same rules apply.
 - 3. The internet is available to all staff that has a District Employee Technology Usage Agreement on file with Central Office.
- B. Digital Citizenship
 - 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, employees and students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user’s responsibility to abide by the policies and procedures of these other networks.
 - 2. Internet Safety
 - a. Users shall not post personal contact information on the internet with district-owned devices. This includes name, age, gender, home address, or telephone number. This does not include posts made on the school’s learning management system.
 - b. Users should not share personal photos, personal videos, or photos/videos of others that do not support the curriculum or that are inappropriate.
 - c. Students shall not engage in instant messaging or social networking sites at any time during the school day except when such has been approved for classroom use.
 - d. Students should inform district personnel of any threatening, derogatory, or obscene communication immediately.
 - 3. Cyberbullying— The Board Policy forbids cyberbullying. For the purposes of this policy, “cyberbullying” shall mean using digital communication capabilities on any electronic device to bully others by:
 - a. Sending or posting cruel messages or images
 - b. Threatening others
 - c. Excluding or attempting to exclude others from activities or organizations.
 - d. Starting or passing on rumors about others or the school system.

- e. Harassing or intimidating others.
 - f. Sending angry, rude, or vulgar messages directed at a person or persons privately or to an online group.
 - g. Sending or posting harmful, untrue or cruel statements about a person to others.
 - h. Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger.
 - i. Sending or posting material about a person that contains sensitive, private, or embarrassing information, including forwarding private messages or images.
 - j. Engaging in tricks to solicit embarrassing information that is then made public.
4. Employees and students should adhere to on-line protocol:
- a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
 - e. **Copyright**—The Red Oak School District views copyright as a critical issue in regards to 21st Century learning. Copyright, and the related areas of trademark and licensing, are one of the most important issues to be addressed and taught to students. Copyright protects the rights of creators and users of information. Students and employees of the Red Oak Community School District are expected to follow copyright law.
 - 1) **Plagiarism**—The dictionary defines plagiarism as “taking ideas or writings from another person and offering them as your own.” The person who leads readers to believe that they are reading original work when it is copied, is guilty of plagiarism. The person who created a piece of work, should always be given credit. With the amount of cutting and pasting that is done via the internet, it is important that the guidelines of plagiarism are followed and credit is always given to the author of any piece of work.
 - 2) **Fair Use**—Fair use is part of the copyright law, and can be used when completing school work. If copying is not specifically prohibited in the copyright law, then it may be allowed under fair use. Users need to make good decisions about the specific circumstances in which they are using others’ work. Students and employees of the Red Oak School District are expected to follow the fair use guidelines that are provided in the Board Policy Manual.
 - 3) **Public Domain**—Users may upload creative works that are in the public domain for their own use. Users are responsible for determining whether a program is in the public domain.

- 4) **File Sharing**—The installation and/or use of any internet-based file-sharing tools is prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).
5. Email—Employees and Students should use only district-assigned email accounts or other approved forms of digital communication while at school. Employees and students are expected to adhere to the following guidelines:
- a. School-issued email accounts will be accessed using the district supported and approved client software.
 - b. Users are responsible for their passwords and accounts. At no time should one share his or her passwords with other users. Users are not to use, or allow others to use their email or other accounts. Any inappropriate use can result in the loss of the account as specified in the Acceptable Use Policy.
 - c. Information transported using district email and other district owned accounts is not to be considered private, secure, or confidential. All electronic communication generated on district-owned hardware is considered the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.
 - d. Email and other electronic communication should reflect professional standards at all time. School accounts should only be used for school related correspondence. With regards to personal email use, occasional sending or receiving of personal messages by staff or students is inevitable. This type of incidental personal use is permitted providing it does not violate district policy, adversely affect others, the speed of the network, or the employee’s professional responsibilities, including using instructional time for personal communication.
 - e. District owned resources should never be used for the conduct of any personal, discriminatory, or unlawful business. This includes use for commercial purposes, advertising, and political lobbying.
 - f. In addition to the regulations listed above, users are expected to adhere to the following guidelines:
 - 1) Read email on a regular basis
 - 2) Delete unwanted messages immediately
 - 3) Use of vulgar and/or abusive language is prohibited
 - 4) Always sign your name to a message
 - 5) Acknowledge that you have received a document or file that someone has sent to you
- C. Restricted Material
1. Employees and students will not intentionally access, transmit, or download any text file or engage in any conference that:
 - a. includes material which is obscene, libelous, indecent, vulgar, profane or lewd.
 - a. advertises any product or service not permitted to minors by law.

- c. constitutes insulting or fighting words, the very expression of which injures or harasses others.
 - d. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities.
 - e. will cause the commission of unlawful acts or the violation of lawful school regulations.
2. Users agree to inform an appropriate district employee immediately if he or she:
 - a. accidentally enters an internet site that is inappropriate as defined by this policy.
 - b. accidentally changes the configurations on any computer.
 - c. receives a message which makes him or her uncomfortable or is offensive.
 3. Use of social network sites, game sites, chat rooms, and other similar sites, except under the direction of a classroom teacher during instructional hours is prohibited.
 4. Any user of district technology resources used in the context of the school is prohibited from viewing, sending, or composing any digital communication that indicates or suggests unethical or illegal solicitation, racism, sexism, language that is inappropriate for the educational setting, cyberbullying, harassment, pornography, and other issues, including those defined by the nondiscrimination policy of the district.
 5. Employees and students are prohibited from installing any unauthorized software, including personally owned software, on district-owned computers without permission from the district technology director.
 6. All users are responsible for ensuring that any storage media that is brought in from outside the school are virus free and do not contain any unauthorized or inappropriate files as defined in this document.
- D. Unauthorized Costs - If an employee or student gains access to any service via the internet which has a cost involved or if an employee or student incurs other types of costs, the user accessing such a service will be responsible for those costs.
- E. Abuse of Network Privileges
1. Employees and students will not use the network in such a way that would disrupt the use of the network by others.
 - a. Users should never share their password with anyone or use another user's password.
 - 1) Users who share their passwords will be considered responsible any results of such use.
 - 2) If a user believes others know their password and if any user files have been altered, he or she should notify a district employee.
 - b. Students should never use teachers' computers without permission or supervision.
 - c. Teachers should never allow students to use any device while the teacher is logged in.

- d. Gaining or attempting to gain unauthorized access to others' files or vandalizing the data of another user is prohibited.
 - F. Vandalism is not permitted and will be strictly disciplined.
 - 1. Vandalism is defined as any attempt to harm or destroy computer equipment as well as the data of another user or of another agency or network that is connected to the internet.
 - 2. Vandalism includes, but is not limited to the uploading, downloading, or creation of computer viruses, or programs that infiltrate computer systems and/or damage software components.
- V. District Rights and Responsibilities
- A. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the internet, for assuring that students understand what constitutes misuse of the internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.
 - B. The district shall provide all reasonable software for use by staff and students.
 - C. All software/hardware purchases need approval of the superintendent.
 - D. Red Oak Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring downloads, files, and documents stored on any school-owned hardware, checking internet histories and cache files, observing users' screens, reading email if deemed necessary, and blocking what the district considers inappropriate sites.
 - E. The district technology staff routinely monitors and performs maintenance on file servers, email, workstations, the internet, and user accounts. During these procedures, it may be necessary to review email and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school's technology resources.
 - F. If routine maintenance and monitoring of the district's systems shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search.
 - G. Sanctions may be both internal, involving loss of privileges or other district measures; and external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.
- VI. Student Violations--Consequences and Notifications.
- A. Students who access restricted items on the internet are subject to the appropriate action described in board policy or regulations or the consequences found in the table on the next page.
 - B. Parents/Guardians will be notified of all violations of this Acceptable Use Agreement in a written letter or email from a school administrator or the technology coordinator.

Red Oak Community School District
1901 N Broadway St Ste A
Red Oak, IA 51566
(712) 623-6600

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 content filtering 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: _____

Grade Level: _____

Parent/Guardian: _____

Parent Signature: _____

Date: _____

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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 content filtering 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: _____
Grade Level: _____
Parent/Guardian: _____
Parent Signature: _____
Date: _____

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:

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.

Nothing in this policy prevents the school district from immediately suspending a student’s internet privileges.

Approved: September 18, 2000

Reviewed

Revised

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.

STUDENT SCHOLASTIC ACHIEVEMENT

Standardized Tests

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

Human Growth and Development

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

MISCELLANEOUS

Emergency Drills

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

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

Legal Status of Student

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

Buses and Other School District Vehicles

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

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

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

Red Oak School Bus Rules

- Students are to stay in the bus seats.
- Students are to talk lowly and softly.
- Students are to “keep their hands to themselves.”

- Vandalism is not allowed.
- Objects of any kind are not to be thrown.
- Verbal abuse will not be tolerated.

RED OAK SCHOOL BUS DISCIPLINE PROCEDURES

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

First Violation:

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

Second Violation:

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

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

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

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

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

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

(Please return this page)

2018-2019

Handbook Signature Page

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

We have read the Middle School Handbook.

Parent print

Parent signature

Student print

Student Signature

Date

