



## ***Red Oak Community School District***

***1901 N. Broadway Street, Suite A***

***Red Oak, Iowa 51566***

***712.623.6600***

***www.redoakschooldistrict.com***

### **Regular Board of Directors Meeting**

Meeting Location: Red Oak Inman Primary Media Center  
Red Oak Inman School Campus

Monday, August 13, 2018 – 7:00 pm

#### **- Agenda -**

- 1.0 Call to Order – Board of Directors President Mark Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Mark Johnson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications
  - 5.1 Good News from Red Oak Schools-Red Oak FFA placed 2<sup>nd</sup> place at the Southwest FFA District Livestock Judging in Atlantic Iowa on Saturday July, 28 2018, the team consisted of Allie Sandin, Hannah Elwood, Katie VanMeter and Lainey DeVries, with Lainey DeVries placing 4<sup>th</sup> overall and Katie VanMeter placing 2<sup>nd</sup> overall. pg 1
  - 5.2 Visitors and Presentations
  - 5.3 Affirmations and Commendations
  - 5.4 Correspondence
  - 5.5 Public Comments
- 6.0 Consent Agenda
  - 6.1 Review and Approval of Minutes from July 23, 2018, August 6, 2018 pg 2-5
  - 6.2 Review and Approval of Monthly Business Reports pg. 6-15
  - 6.3 Open Enrollment Requests Consideration
    - 6.3.1 Discussion/Approval 9<sup>th</sup> grader Cierra Philpott for open enrollment from Red Oak School District to CAM Community School District for the 2018-2019 school year due to a move on 5-19-2018.
    - 6.3.2 Discussion/Approval of 12<sup>th</sup> grader Dyllan Hansen for open enrollment from Red Oak School District to Thomas Jefferson in Council Bluffs for the 2018-2019 school year due to a move on 7-23-2018
- 7.0 General Business for the Board of Directors
  - 7.1 Old Business
    - 7.1.1 Discussion/Approval of plan for disposal of Red Oak Middle School

## 7.2 New Business

- 7.2.1 Discussion/Approval of Inman, Washington, Middle School and High School Handbooks for the 2018-2019 school year pg 116 - pg 117
- 7.2.2 Discussion/Approval of District Crisis plan pg 118 - 142
- 7.2.3 Discussion/Approval of the 1<sup>st</sup> reading of the 500 series part 2 143 - 223
- 7.2.4 Discussion/Approval Instructional Support Levy Vote
- 7.2.5 Discussion/Approval of substitute teacher, bus driver, para professional, and secretary rates of pay for the 2018-2019 school year. pg 224
- 7.2.6 Discussion/Approval of placing for of continuing disclosure certificate on file. pg 225 - 228
- 7.2.7 Discussion/Approval of School Administration Manager terms pg 229 - 231
- 7.2.8 Discussion/Approval of the Middle School Football coaching positions to go from four positions to one identified Head Middle Coach with two Middle School Assistant Football Coaches. Head Middle School 10% of base and Assistants 7.5% of base.

## Personnel Considerations

- 7.2.9 Discussion/Approval of the resignation of Jeremy Adams as High School Para Professional effective immediately. pg 232
- 7.2.10 Discussion/Approval of the hiring of Ian Stabbe as High School Social Studies for the 2018-2019 school year pg 233
- 7.2.11 Discussion/Approval of resignation of Josh Kippley as Middle School Football Coach effective immediately pg 234
- 7.2.12 Discussion/Approval of resignation of Tiegen Podliska as High School Assistant Football Coach effective immediately pg 235
- 7.2.13 Discussion/Approval of hiring Tiegen Podliska as Middle School Head Football Coach for the 2018-2019 school year. pg 236
- 7.2.14 Discussion/Approval of hiring Adam Smith as Middle School Assistant Football Coach for the 2018-2019 school year pg 237
- 7.2.15 Discussion/Approval of hiring Josh Kippley as High School Assistant Football Coach for the 2018-2019 school year. pg 238

## 8.0 Reports

### 8.1 Administrative

### 8.2 Future Conferences, Workshops, Seminars

### 8.3 Other Announcements

## 9.0 Next Board of Directors Meeting:

Monday, August 27, 2018 – 7:00 pm  
Red Oak Inman Primary Media Center  
Red Oak CSD Inman Primary School Campus

## 10.0 Adjournment

## Tammi VanMeter

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**From:** Alan Spencer  
**Sent:** Monday, July 30, 2018 1:20 PM  
**To:** Peggy Boeye; [montgomery.county@ifbf.org](mailto:montgomery.county@ifbf.org)  
**Cc:** Tammi VanMeter; Tess Mittag  
**Subject:** Red Oak FFA Places at District Livestock Judging  
**Attachments:** District Livestock.jpg

The Southwest District FFA Livestock Judging Contest was held on Saturday, July 28 at the Cass County Fair in Atlantic. Four members of the Red Oak FFA Chapter participated in the event. The team consisted of (L to R) Allie Sandin, Hannah Elwood, Katie VanMeter, and Lanie DeVries. The team was named the Second Place Overall Livestock Judging Team in the Southwest FFA District. VanMeter was named the Second Place Overall individual and DeVries was named the Fourth Place Overall individual in the Southwest District. In addition, the team placed Second Overall in the Cass County Fair Livestock Judging Contest with VanMeter placing Second Overall and DeVries placing Sixth Overall.

Alan D. Spencer  
Agricultural Education Instructor/FFA Advisor  
Red Oak High School  
2011 North 8<sup>th</sup> Street  
Red Oak, IA 51566  
[spencera@roschools.org](mailto:spencera@roschools.org)  
<http://www.redoakschooldistrict.com/>

Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Red Oak Inman Primary Media Center  
Red Oak Inman Primary Campus  
July 23, 2018

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Pro Tem Roger Carlson at 7:00 p.m. at the Red Oak Inman Primary Media Center.

**Present**

Directors: Roger Carlson, Kathy Walker, Mark Johnson by phone due to being out of town  
Superintendent Tom Messinger at 7:12 p.m. by phone due to being out of town, Business  
Manager Deb Drey

**Approval of Agenda**

Motion by Director Walker, second by Director Mark Johnson to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

**Good News from Red Oak Schools**

None

**Resolution Directing Sale of General Obligation Bonds**

Motion by Director Walker, second by Director Mark Johnson to approve the resolution directing the sale of \$19,990,000 General Obligation Bonds, Series 2018, to Mesirow Financial Inc. Motion carried unanimously.

**Consent Agenda**

Motion by Director Mark Johnson, second by Director Walker to approve the minutes from the July 9, 2018, minutes and monthly business reports. Motion carried unanimously.

Motion by Director Mark Johnson, second by Director Walker to deny the open enrollment request for Thomas Knipe due to the failure to meet the application due date. Motion carried unanimously.

**Catastrophic Accident Insurance**

Motion by Director Mark Johnson, second by Director Walker to approve the proposal from Student Assurance Services Inc. for a catastrophic accident insurance policy covering Middle School and High School athletes for the 2018-2019 school year. Motion carried unanimously.

**2018-2019 Activity Ticket Prices**

This item will be on the next meeting agenda.

**Support Staff Absences Half/Whole Day Increments**

Motion by Director Mark Johnson, second by Director Walker to approve Support Staff Absences to be in half/whole day increments for the 2018-2019 school year. Motion carried unanimously.

**Wilson Performing Arts Center Rental Agreement**

Motion by Director Walker, second by Director Mark Johnson to approve the rental agreement with Wilson Performing Arts Center for the 2018-2019 school year. Motion carried unanimously.



## Continuation of July 23, 2018 Meeting Minutes-Page 2

### **IJag Memo of Understanding**

Motion by Director Walker, second by Director Mark Johnson to approve the Memorandum of Understanding with IJag. Motion carried unanimously.

### **Before/After School Program**

Motion by Director Mark Johnson, second by Director Walker to move forward with the Before/After School Program and licensure application for the 2018-2019 school year. Motion carried unanimously.

### **Before/After School Job Descriptions**

This will be put on the next meeting agenda.

### **Mason City Special Education Contract**

Motion by Director Mark Johnson, second by Director Walker to approve the 2017-2018 special education contract with Mason City Community School. Motion carried unanimously.

### **Personnel Considerations**

Motion by Director Mark Johnson, second by Director Walker to approve the resignation of Jeffrey Spotts as High School Principal/Activities Director effective immediately. Motion carried unanimously.

Motion by Director Walker, second by Director Mark Johnson to hire Kenneth Blackman as part-time Activities Director for the 2018-2019 school year. Motion carried unanimously.

Motion by Director Mark Johnson, second by Director Walker to approve the resignation of Jennifer Edie as Para Professional effective August 15, 2018. Motion carried unanimously.

Motion by Director Walker, second by Director Mark Johnson to approve the resignation of Kimberly Herman as Para Professional effective August 12, 2018. Motion carried unanimously.

Motion by Director Walker, second by Director Mark Johnson to approve the resignation of Ryan Messinger as Summer Maintenance Worker effective immediately. Motion carried unanimously.

### **Adjournment**

Motion by Director Walker, second by Director Mark Johnson to adjourn the meeting at 7:31 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, August 13, 2018 – 7:00 p.m.  
Red Oak Inman Primary Media Center  
Red Oak CSD Inman Primary Campus

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Mark Johnson, President

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Deb Drey, Board Secretary

Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Red Oak Inman Primary Media Center  
Red Oak Inman Primary Campus  
August 6, 2018

The special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Mark Johnson at 7:02 p.m. at the Red Oak Inman Primary Media Center.

**Present**

Directors: Bret Blackman, Roger Carlson, Bryce Johnson, Mark Johnson  
Superintendent Tom Messinger, Business Manager Deb Drey

**Approval of Agenda**

Motion by Director Carlson, second by Director Bryce Johnson to approve the agenda removing item 7.2.8 with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

**Montgomery County YMCA Agreement**

Motion by Director Bryce Johnson, second by Director Blackman to approve the agreement with the Montgomery County YMCA to use their facilities for physical education classes for the 2018-2019 school year. Motion carried unanimously.

**Athletic Passes**

Motion by Director Blackman, second by Director Bryce Johnson to provide athletic passes to all students at no charge and set the price for adult passes at \$70.00 for a single pass and \$120.00 for a couple's pass. Motion carried unanimously.

**Bankers Trust Company**

Motion by Director Carlson, second by Director Blackman to adopt the resolution appointing Bankers Trust Company of Des Moines, IA to serve as paying agent, bond registrar, and transfer agent, approving the paying agent, bond registrar and transfer agent agreement and authorizing the execution of same. Motion carried unanimously.

**Tax Exemption Certificate**

Motion by Director Blackman, second by Director Bryce Johnson that the form of Tax Exemption Certificate be placed on file and approved. Motion carried unanimously.

**Resolution to Amend Resolution Authorizing Issuance of General Obligation Bonds**

Motion by Director Blackman, second by Director Carlson to approve a resolution amending the resolution authorizing the issuance of general obligation school bonds, series 2018, of the Red Oak Community School District, State of Iowa, in the amount of \$19,990,000, and levying a tax for the payment thereof adopted March 12, 2018. Motion carried unanimously.

**Personnel Considerations**

Motion by Director Carlson, second by Director Blackman to approve the appointment of Mark Erickson as the School Administration Manager at the High School for the 2018-2019 school year amending the teaching contract to add ten days compensation and \$2500.00 for a supervision and extra duty stipend. Motion carried unanimously.

**Continuation of August 6, 2018 Meeting Minutes-Page 2**

Motion by Director Blackman, second by Director Carlson to approve the appointment of Tiegen Podliska as the School Administration Manager at the Middle School for the 2018-2019 school year amending the teaching contract to add ten days compensation and \$2500.00 for a supervision and extra duty stipend. Motion carried unanimously.

Motion by Director Bryce Johnson, second by Director Blackman to approve the issuance of a contract for Stacey Rolenc to teach Middle School Social Studies for the 2018-2019 school year. Motion carried unanimously.

Motion by Director Carlson, second by Director Blackman to assign Ryan Gelber to a High School Social Studies position for the 2018-2019 school year. Motion carried unanimously.

Motion by Director Carlson, second by Director Bryce Johnson to amend Nathan Perrien's 2018-2019 contract to High School-Middle School Principal/Activities Director with an additional salary of \$2,100. Motion carried unanimously.

Motion by Director Blackman, second by Director Bryce Johnson to amend Gayle Allensworth's 2018-2019 contract with an additional salary of \$2,100 for the addition of the Before/After School program. Motion carried unanimously.

**Adjournment**

Motion by Director Bryce Johnson, second by Director Carlson to adjourn the meeting at 7:55 p.m.

Next Board of Directors Meeting

Monday, August 13, 2018 – 7:00 p.m.  
Red Oak Inman Primary Media Center  
Red Oak CSD Inman Primary Campus

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Mark Johnson, President

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Deb Drey, Board Secretary

5

RED OAK BOARD REPORT

Red Oak Community School District  
08/09/2018 03:03 PM  
Vendor Name

Account Number	Invoice Number	Amount	Amount
Checking Account ID 1			
AGRIVISION			
10 0010 2600 000 0000 618			
Vendor Name AGRIVISION			
	824194	84.00	
AMERICAN RECYCLING			
10 0010 2600 000 0000 421			
Vendor Name AMERICAN RECYCLING			
	80118AA	35.00	
AUGHE, ANGELA			
10 0010 1942 000 0000			
Vendor Name AUGHE, ANGELA			
	73118BS	1,182.00	
BATTEN SANITATION SERVICE			
10 0010 2600 000 0000 421			
Vendor Name BATTEN SANITATION SERVICE			
	v530794	210.28	
BIO CORPORATION			
10 2020 1000 100 0000 612			
Vendor Name BIO CORPORATION			
	59681	103.00	
BIZCO TECHNOLOGIES			
10 0010 2640 000 0000 442			
Vendor Name BIZCO TECHNOLOGIES			
	0341848	107.22	
CAPITAL SANITARY SUPPLY CO.			
10 0010 2600 000 0000 618			
Vendor Name CAPITAL SANITARY SUPPLY CO.			
	72018CRG	105.00	
CARRIE WESTON - CR GRAPHICS			
10 0010 2310 000 0000 320			
Vendor Name CARRIE WESTON - CR GRAPHICS			
	080118	317.26	
CASEY'S			
10 0020 2700 000 0000 626			
Vendor Name CASEY'S			
	NMW5334	265.23	
CDW GOVERNMENT, INC.			
10 0010 2235 000 0000 618			
	NNZ2401	37.10	
CDW GOVERNMENT, INC.			
10 0010 2235 000 0000 618			
Vendor Name CDW GOVERNMENT, INC.			
	072518CL	512.12	
CENTURY LINK			
10 0010 2410 000 0000 532			
Vendor Name CENTURY LINK			
	072518CM	475.93	
CHAT MOBILITY			

6

RED OAK BOARD REPORT

Account Number	Invoice Number	Detail Description	Amount	Amount
10 0010 2510 000 0000 532		ADMIN PHONE (1)		34.00
10 1902 2410 000 0000 532		WIS PHONE (1/2)		17.00
10 1901 2410 000 0000 532		IPS PHONE (1/2)		17.00
10 2020 2410 000 0000 532		MS PHONE (1)		34.00
10 3230 2410 000 0000 532		HS/AD PHONE (1)		34.00
10 0020 2490 000 0000 530		BUS BARN PHONES (3)		102.00
10 0020 2490 000 0000 530		NURSE PHONE (1)		34.00
10 0010 2490 000 0000 532		MAINTENANCE PHONES (2)		68.00
10 0010 2490 000 0000 532		TECHNOLOGY PHONES (2)		67.93
10 0010 2490 410 1112 530		ESL PHONES (2)		68.00
Vendor Name				<u>475.93</u>
CITY OF RED OAK	080118CORO		1,108.40	
10 0010 2600 000 0000 411		DISTRICT WIDE UTILITIES - JUNE 2018		1,108.40
Vendor Name				<u>1,108.40</u>
CORE TECH	CW-128022		860.00	
10 0010 2235 000 0000 350		Software and Upgrade Service (SUS) maint		860.00
Vendor Name				<u>860.00</u>
CUBBY'S	2622110		314.84	
10 0020 2700 000 0000 626		Ethanol Buses/Vehicles for July 2018		15.97
10 0020 2700 000 0000 626		Ethanol for Utility Vehicles for July 20		164.23
10 0020 2700 000 0000 626		Ethanol for Sped Vehicles for July 2018		134.64
Vendor Name				<u>314.84</u>
DEMCO	6407325		215.03	
10 2020 1000 100 0000 612		CLEAR GLOSSY LABEL PROTECTORS 2"H X 3"W		27.63
10 2020 2222 000 0000 618		REDDI COVERS BOOK COVERS, 5-MIL 8 1/2"H		79.17
10 2020 2222 000 0000 618		BIC BRITE LINER FLUORESCENT MARKERS 5 AS		3.19
10 2020 2222 000 0000 618		ECONOMY BOOK TAPE 2" X 60 YARDS FOR THE		10.79
10 2020 2222 000 0000 618		SCOTCH TAPE 6 PACK FOR THE MS MEDIA CENT		18.22
10 2020 2222 000 0000 618		VINYL-COATED CLOTH TAPE 3" X 15 YARDS, B		34.94
10 2020 2222 000 0000 618		SHARPIE METALLIC PERM MARKER GOLD, SILVE		8.26
10 2020 2222 000 0000 618		SARASA RETRACTABLE GEL PENS ASST COLORS,		13.28
10 2020 2222 000 0000 618		SHIPPING		19.55
Vendor Name				<u>215.03</u>
DEVITO, AMANDA	080618AD		120.00	
10 0010 1942 000 0000		Enrollment Reimbursement x 3		120.00
Vendor Name				<u>120.00</u>
DICKEL DUIT OUTDOOR POWER, INC.	31753		8.95	
10 0010 2600 000 0000 618		WEED TRIMMER LINE		8.95



RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Vendor Name	DICKEL DUIT OUTDOOR POWER, INC.		8.95
EBSCO	1562885	112.85	
10 1902 2222 000 0000 644	Washington Magazine Subscriptions		112.85
Vendor Name	EBSCO		112.85
FAREWAY FOOD STORES	1381	5.00	
10 0010 2310 000 0000 611	BOARD MEETING SNACKS		5.00
FAREWAY FOOD STORES	743	29.99	
10 0010 2110 490 8027 618	YES MENTORING SUPPLIES		29.99
Vendor Name	FAREWAY FOOD STORES		34.99
FARMERS MUTUAL TELEPHONE	80118FMTC	750.00	
10 0010 2236 000 0000 536	AUGUST 2018 INTERNET - CO		750.00
Vendor Name	FARMERS MUTUAL TELEPHONE		750.00
FBG SERVICE CORPORATION	828787	31,867.25	
10 0010 2600 000 0000 340	DISTRICT WIDE JANITORIAL - JULY 2018		31,867.25
Vendor Name	FBG SERVICE CORPORATION		31,867.25
GREEN HILLS AEA FIDUCIARY FUND	072718GHAEA	100.00	
10 0010 2310 000 0000 320	18-19 Superintendents' Association Dues		100.00
Vendor Name	GREEN HILLS AEA FIDUCIARY FUND		100.00
GREEN HILLS AEA	1241	528.55	
10 0010 2213 000 0000 330	Online District Training 2018-2019		528.55
Vendor Name	GREEN HILLS AEA		528.55
GREEN TREE COMPANY, THE	5848	500.00	
10 0010 2600 000 0000 424	MOWING INMAN HILL		500.00
Vendor Name	GREEN TREE COMPANY, THE		500.00
HERITAGE HILL POTTERY	250	80.00	
10 0010 2310 000 0000 611	Retirees Stoneware Plates x 2		80.00
Vendor Name	HERITAGE HILL POTTERY		80.00
HERRICK, KEVIN	72918KH	34.00	
10 0010 2235 000 0000 618	Venom Nitrile 100CT S-M-- Gloves Tech		16.02
10 0010 2235 000 0000 618	RJ 45 Cable ends-50CT - Tech		17.98
Vendor Name	HERRICK, KEVIN		34.00
HOLIDAY INN DES MOINES AIRPORT	362469	305.76	
10 0020 2700 000 0000 580	TRANPORTATION CONFERENCE DW		305.76
Vendor Name	HOLIDAY INN DES MOINES AIRPORT		305.76
HUBBARD, DONNIE	92818DH	35.00	
10 0010 1942 000 0000	REGISTRATION REIMBURSEMENT		35.00
Vendor Name	HUBBARD, DONNIE		35.00

8

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount	Amount
Account Number	Detail Description		
IOWA DIVISION OF LABOR SERVICE	105179	175.00	
10 0010 2600 000 0000 432	18-19 MS ELEVATOR INSPECTION		175.00
IOWA DIVISION OF LABOR SERVICE	14724	165.00	
10 0010 2600 000 0000 432	2018-2019 MS ELEVATOR INSPECTION		165.00
IOWA DIVISION OF LABOR SERVICE	163785	480.00	
10 0010 2600 000 0000 432	BOILER INSPECTIONS 2018-2019		480.00
Vendor Name IOWA DIVISION OF LABOR SERVICE			<u>820.00</u>
LAKESHORE LEARNING CO.	1914740718	91.98	
10 1902 1000 100 8002 618	Place Value Boards		91.98
LAKESHORE LEARNING CO.	1914800718	74.73	
10 1902 1000 100 8002 618	Science Games		34.99
10 1902 1000 100 8002 618	Quick Cards		29.99
10 1902 1000 100 8002 618	S&H		9.75
Vendor Name LAKESHORE LEARNING CO.			<u>166.71</u>
LEADING EDGE LAMINATING	34865	1,262.50	
10 1901 1000 100 0000 612	25"X250'X1" CORE 3.0 MIL A LAM GLOSS FIL		1,262.50
Vendor Name LEADING EDGE LAMINATING			<u>1,262.50</u>
MAIL FINANCE	N7248225	440.77	
10 0010 2410 000 0000 531	Postage Lease		440.77
Vendor Name MAIL FINANCE			<u>440.77</u>
MEDIACOM	071218MC	52.03	
10 0010 2236 000 0000 536	HS Fax Line		52.03
MEDIACOM	072118MC	4.52	
10 0010 2236 000 0000 536	July PRI Lines		4.52
Vendor Name MEDIACOM			<u>56.55</u>
MERCER HEALTH & BENEFITS ADMIN LLC	80118M	1,963.26	
10 0010 1000 100 8018 270	Retiree Insurance Premium - Sep 2018		1,963.26
Vendor Name MERCER HEALTH & BENEFITS ADMIN LLC			<u>1,963.26</u>
MIDAMERICAN ENERGY	71218MAE	23,652.61	
10 3230 2600 000 0000 622	HS Tech Building Electric		8,066.98
10 2020 2600 000 0000 622	HS BB Court Electric		10.00
10 2020 2600 000 0000 622	MS Electric		4,284.64
10 0020 2600 000 0000 622	Bus Barn Electric		356.58
10 1901 2600 000 0000 622	IPS Electric		7,392.49
10 1901 2600 000 0000 622	IPS Lighting		4.48
10 1902 2600 000 0000 622	WIS Electric		3,537.44
Vendor Name MIDAMERICAN ENERGY			<u>23,652.61</u>
MIDWEST 3D SOLUTIONS	23941	325.00	
10 3230 1300 370 0000 320	Software class-Mastercam 2018		325.00
Vendor Name MIDWEST 3D SOLUTIONS			<u>325.00</u>
MONTGOMERY CO. MEMORIAL HOSP.	71318MCMH	322.00	

9

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount	Amount
Account Number	Detail Description		Amount
10 0020 2700 000 0000 271	DOT Physicals ST GW		230.00
10 0020 2700 000 0000 346	Drug Testing RW		92.00
Vendor Name MONTGOMERY CO. MEMORIAL HOSP.			<u>322.00</u>
NASCO	53818	413.25	
10 2020 1000 100 0000 612	ROCKET ENG BULK PK, NEWTONIAN COMPLETE		413.25
Vendor Name NASCO			<u>413.25</u>
NORTHWEST EVALUATION ASSOC	7015	7,375.00	
10 0010 2240 116 4648 618	NWEA Web Based Academic Meas. 18-19		7,375.00
Vendor Name NORTHWEST EVALUATION ASSOC			<u>7,375.00</u>
PELGAS	073118PG	244.08	
10 0020 2700 000 0000 628	Propane for July 2018		58.86
10 0020 2700 000 0000 628	Propane Tax for July 2018		185.22
Vendor Name PELGAS			<u>244.08</u>
PITSCO	712870-1	42.00	
10 2020 1000 100 0000 612	ECONOMY OPTICS KIT FOR MR. DEGROOT'S SCI		36.00
10 2020 1000 100 0000 612	ESTIMATED SHIPPING		6.00
Vendor Name PITSCO			<u>42.00</u>
PLUMB SUPPLY/RIBACK SUPPLY	5384399	63.75	
10 0010 2600 000 0000 618	Plumb Supplies for FB Field		63.75
Vendor Name PLUMB SUPPLY/RIBACK SUPPLY			<u>63.75</u>
PRECISION DIESEL INC.	61444	992.19	
10 0020 2700 000 0000 434	Bus #1A Annual Inspection		992.19
PRECISION DIESEL INC.	61445	332.61	
10 0020 2700 000 0000 434	Bus #3A Annual Chassis Inspection		332.61
Vendor Name PRECISION DIESEL INC.			<u>1,324.80</u>
QUILL CORP.	8674689	88.98	
10 0010 2310 000 0000 611	Printable Mailing Labels		51.18
10 1901 2410 000 0000 611	Binders		37.80
Vendor Name QUILL CORP.			<u>88.98</u>
R.K. BELT AND SONS, INC.	73118RKB	266.65	
10 0020 2600 000 0000 433	Veh #26 A/C Repair		226.41
10 0020 2600 000 0000 433	Ford F150 Oil		40.24
Vendor Name R.K. BELT AND SONS, INC.			<u>266.65</u>
REALLY GOOD STUFF	6477175	273.90	
10 0010 1000 100 3373 618	Erasers		47.52
10 0010 1000 100 3373 618	Label magnets		32.97
10 0010 1000 100 3373 618	Student posters		47.96
10 0010 1000 100 3373 618	Desktop helpers		116.10
10 0010 1000 100 3373 618	S&H		29.35
Vendor Name REALLY GOOD STUFF			<u>273.90</u>

10



RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
RED OAK DIESEL CLINIC INC.	1085	930.48	
10 0020 2600 000 0000 433	Bus #8 Service/Diagnostics		930.48
RED OAK DIESEL CLINIC INC.	1086	341.10	
10 0020 2600 000 0000 433	Bus #1 Chassis Lube/Diagnostics		341.10
Vendor Name	RED OAK DIESEL CLINIC INC.		<u>1,271.58</u>
RED OAK GLASS INC.	14435	275.00	
10 0020 2700 000 0000 434	Bus # 10 Drivers Side Window Replacement		275.00
Vendor Name	RED OAK GLASS INC.		<u>275.00</u>
RED OAK HARDWARE HANK	73118ROHH	21.54	
10 0010 2600 000 0000 618	WIS Cleaning Supplies		10.78
10 0010 2600 000 0000 618	MS Light Bulbs		10.76
Vendor Name	RED OAK HARDWARE HANK		<u>21.54</u>
RICK ENGEL, ATTY.	JULY2018	800.00	
10 0010 2310 000 0000 320	JULY 2018 LEGAL SVCS		800.00
Vendor Name	RICK ENGEL, ATTY.		<u>800.00</u>
RIVERSIDE TECHNOLOGIES, INC	0215364-IN	1,000.00	
10 0010 2235 000 0000 350	July 2018 Managed Services		1,000.00
Vendor Name	RIVERSIDE TECHNOLOGIES, INC		<u>1,000.00</u>
SCHOOL BUS SALES	68065	54.60	
10 0020 2700 000 0000 618	Floor mats for Buses		54.60
Vendor Name	SCHOOL BUS SALES		<u>54.60</u>
SCHOOL SPECIALTY LATTA DIV.	208120733288	394.11	
10 0010 1000 100 3373 618	Folders		15.80
10 0010 1000 100 3373 618	Pencils		51.40
10 0010 1000 100 3373 618	Welcome pencils		19.20
10 0010 1000 100 3373 618	Xmas pencils		19.20
10 0010 1000 100 3373 618	Red Pens		7.84
10 0010 1000 100 3373 618	Cap erasers		33.45
10 0010 1000 100 3373 618	Scotch tape		51.44
10 0010 1000 100 3373 618	Scotch tape		77.44
10 0010 1000 100 3373 618	Dry eraser		62.78
10 0010 1000 100 3373 618	Highlighters		29.08
10 0010 1000 100 3373 618	Rulers		11.04
10 0010 1000 100 3373 618	B-Day pencils		15.44
SCHOOL SPECIALTY LATTA DIV.	208120861663	57.18	
10 0010 1000 100 3373 618	S&H		9.95
10 0010 1000 100 3373 618	White out		8.25
10 0010 1000 100 3373 618	Pencils		3.22
10 0010 1000 100 3373 618	Erasers		2.01
10 0010 1000 100 3373 618	Expo markers		10.72
10 0010 1000 100 3373 618	Staples		0.48
10 0010 1000 100 3373 618	Post it notes		22.55
SCHOOL SPECIALTY LATTA DIV.	308103044570	2,089.07	
10 2020 1000 100 0000 612	VARIOUS SUPPLIES FOR OFFICE AND STAFF FO		2,089.07
Vendor Name	SCHOOL SPECIALTY LATTA DIV.		<u>2,540.36</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
SOCs/FES	9831	405.00	
10 0010 2236 000 0000 536	Web Hosting August 2018		405.00
Vendor Name	SOCs/FES		<u>405.00</u>
SUPREME SCHOOL SUPPLY	84906	99.91	
10 2020 1000 100 0000 612	TARDY SLIP BOOK - NCR FOR THE MIDDLE SCH		56.00
10 2020 1000 100 0000 612	SCHOOL LUNCH FUND RECEIPTS BOOKS.		30.50
10 2020 1000 100 0000 612	SHIPPING		13.41
Vendor Name	SUPREME SCHOOL SUPPLY		<u>99.91</u>
TURNBULL, PATRICE	80118PT	135.00	
10 0010 1942 000 0000	Registration Reimbursement		135.00
Vendor Name	TURNBULL, PATRICE		<u>135.00</u>
UNITED FARMERS COOPERATIVE	73118UFC	917.95	
10 0020 2700 000 0000 626	Ethanol Fuel Buses/Veh - July 2018		621.51
10 0020 2700 000 0000 626	Ethanol Fuel - Utility Vehicles - July 2		56.85
10 0020 2700 000 0000 626	Ethanol Fuel Sped Vehicles - July 2018		207.64
10 0020 2700 000 0000 627	Diesel Fuel - July 2018		31.95
UNITED FARMERS COOPERATIVE	73118UFC-1	431.66	
10 0010 2600 000 0000 618	Wasp/Hornet Killer		8.78
10 0010 2600 000 0000 618	Weed Control Chemicals		157.25
10 0010 2600 000 0000 618	Weed Control Supplies		4.99
10 0010 2600 000 0000 618	Supplies for Weed Maintenance		77.50
10 0010 2600 000 0000 618	Paint Art Room Closet - MS		31.99
10 0010 2600 000 0000 618	Paint Art Room - MS		44.27
10 0010 2600 000 0000 618	Paint Art Room Closet - MS		4.59
10 0010 2600 000 0000 618	Paint Art Room Closet - MS		34.98
10 0010 2600 000 0000 618	Supplies for FB Field Sidewalk		22.98
10 0010 2600 000 0000 618	Water Drainage Supplies - FB Field		34.34
10 0010 2600 000 0000 618	Water Drainage Supplies - FB Field		9.99
Vendor Name	UNITED FARMERS COOPERATIVE		<u>1,349.61</u>
VANNAUSDLE, CHRIS	73118CV	114.24	
10 0010 2600 000 0000 340	Pesticide Certificate Reimbursement		75.00
10 0010 2600 000 0000 580	Mileage Reimbursement July 2018		39.24
Vendor Name	VANNAUSDLE, CHRIS		<u>114.24</u>
WESTLAKE ACE HARDWARE	72218WAH	59.94	
10 0010 2600 000 0000 618	FBF Sump Pump Parts		1.98
10 0010 2600 000 0000 618	Miscellaneous Parts/Key		12.58
10 0010 2600 000 0000 618	Toilet Repair - CO		4.49
10 0010 2600 000 0000 618	MS Drain Cleaning		9.18
10 0010 2600 000 0000 618	MS A/C Parts		17.96
10 0010 2600 000 0000 618	WIS Light Repair		7.54
10 0020 2700 000 0000 618	Parts for Bus Repair		0.34

12

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0020 2700 000 0000 618	Parts for Bus Repair	5.87
Vendor Name WESTLAKE ACE HARDWARE		59.94
Fund Number 10		87,755.77
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
IOWA WORKFORCE DEVELOPMENT	73018IWD	78.00
22 0010 2600 000 0000 520	3rd Qtr Unemployment Claim	78.00
Vendor Name IOWA WORKFORCE DEVELOPMENT		78.00
Fund Number 22		78.00
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	17001-9	13,148.80
33 0010 4700 000 8218 343	Construction Observation	13,148.80
Vendor Name ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC		13,148.80
IOWA ENVIRONMENTAL SERVICES	071918-1	21,550.00
33 0010 4700 000 0000 450	SUMMER ASBESTOS MONITOR/REPORTING 2018	21,550.00
IOWA ENVIRONMENTAL SERVICES	073018-1	1,275.00
33 0010 4700 000 0000 450	JULY 2018 ASBESTOS MONITORING	1,275.00
Vendor Name IOWA ENVIRONMENTAL SERVICES		22,825.00
Fund Number 33		35,973.80
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
ANDERSON, MICKEY	080118	1,200.00
36 0010 2600 000 0000 441	AUGUST 2018 RENT - CO	1,200.00
Vendor Name ANDERSON, MICKEY		1,200.00
Fund Number 36		1,200.00
Checking Account ID 1	Fund Number 40	DEBT SERVICES FUND
BANKERS TRUST CO	51018BT	117,379.00
40 0010 5000 000 0000 920	Interest Payment Admin Fees	500.00
40 0010 5000 000 0000 832	Interest Payment on Bond Series 2017	116,879.00
Vendor Name BANKERS TRUST CO		117,379.00
Fund Number 40		117,379.00
Checking Account ID 1		242,386.57
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ABRAHAM LINCOLN SCHOOL	62318ALC	90.00
21 0010 1400 920 6835 320	SB Tournament Entry Fee	90.00
Vendor Name ABRAHAM LINCOLN SCHOOL		90.00
HOWARD'S SPORTING GOODS	7563-00	219.80
21 0010 1400 920 6810 618	SLIPP-NOTT REPLACEMENT PADS	219.80
HOWARD'S SPORTING GOODS	7564-00	978.00
21 0010 1400 920 6815 618	GAME & PRACTICE BALLS	978.00
Vendor Name HOWARD'S SPORTING GOODS		1,197.80
PATTERSON, BILL	070318BP	75.00
21 0010 1400 920 6730 320	BB Official	75.00

13

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name PATTERSON, BILL		<u>75.00</u>
RED OAK COUNTRY CLUB	73118ROCC	60.00
21 0010 1400 920 6600 320	Golf Tournament - Missouri Valley Sch.	60.00
Vendor Name RED OAK COUNTRY CLUB		<u>60.00</u>
Fund Number 21		<u>1,422.80</u>
Checking Account ID 3		<u>1,422.80</u>

14

RED OAK COMMUNITY SCHOOLS 2018 JUNE RECONCILIATION REPORT FINAL

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT	AND DEBT SERVICE	SAVE TAXES
Beg. Balance 06-01-2018	\$ 4,098,459.66	\$ 2,307,839.00	\$ 1,381,582.91	\$ 26,567.82	\$ 9,365,642.13
Revenue	\$ 868,726.37	\$ 4,526.37	\$ 8,934.17	\$ 3,802.54	\$ 102,332.11
Expenditure	\$ 1,134,997.58	\$ 3,071.00	\$ 2,765.88	\$ -	\$ 195,825.09
Balance 06-30-2018	\$ 3,832,188.45	\$ 2,309,294.37	\$ 1,387,751.20	\$ 30,370.36	\$ 9,272,149.15
Balance 06-30-2017	\$ 3,255,798.51	\$ 2,382,250.47	\$ 16,831,753.53	\$ 27,493.41	\$ 4,037,389.84

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Checking Account .50%	Checking Account	\$ 8,647,227.59
Money Market Account .85%	Savings Account	\$ -
	ISJIT	\$ 8,533,818.09
	Petty Cash	\$ 150.00
	Outstanding Cheq	\$ 349,442.15
		\$ 16,831,753.53

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 06-01-2018	\$ 165,158.97	\$ 173,523.77
Revenue	\$ 10,841.57	\$ 95,181.53
Expenditure	\$ 16,968.45	\$ 115,506.09
Balance 06-30-2018	\$ 159,032.09	\$ 153,199.21

Balance 06-30-2017	\$ 180,392.96	\$ 131,668.37
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Checking Account .50%	\$ 165,878.02	\$ 221,851.78
Petty Cash Boxes	\$ 1,200.00	\$ 252.29
Outstanding cks	\$ 8,045.93	\$ 68,904.86
Book Balance	\$ 159,032.09	\$ 153,199.21

15

# Inman Primary School (PK-3<sup>rd</sup> Grade)

900 Inman Drive Red Oak, Iowa 51566

PH: (712) 623-6635 F:(712) 623-6638

 Red Oak Elementary – Red Oak Iowa  
[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)

## 2018-2019 Parent/Student Handbook



Staff	
<b>Administrative Office</b>	<b>Additional Instructional</b>
Allensworth, Gayle – Principal Graber, Deb – Student Support Coordinator Hall, Heather – Nurse Jones, Robin – Administrative Assistant Vanderhoof, Lori – Administrative Assistant	Fellers, Trish - ELO Gothberg, Heather – Guidance Counselor Hoeksema – ELL Jones, Kelly – Instructional Coach
<b>Pre-K Teachers</b>	<b>Reading Intervention (K-3)</b>
Confer, Katie Gillespie, Arryn Pfeiffer, Martha Smith, Arlene	Dentlinger, Connie Moore, Jewell Lamb, Roxanne
<b>Kindergarten Teachers</b>	<b>Special Education (K-3)</b>
Berglund, Stephanie Billings, Meshell Harmsen, Anna Sindt, Brittan	Gray, Lisa Hambright, Bev Wilcoxson, Jen
<b>First Grade Teachers</b>	<b>Specials</b>
Baker, Zoey Blackman, Brandi Nielsen, Carol	Euken, Teresa – Art Horn, Laura - Media Subbert, Karen – Physical Education Wemhoff, Linnea – Music
<b>Second Grade Teachers</b>	<b>Paraprofessionals</b>
Dolch, Becki Rehbein, Beth Walford, Kim	Blake, Kirsten Birt, DeAnn Carlson, Jacque Craig, Peggy Powers, Sherry Rodriguez, Linda Shaw, Melissa Webb, Jeanne
<b>Third Grade Teachers</b>	
Chilton, Kristina Cook, Tori Nelson, Alexandria Sterbick, Rebecca	

## **ACCIDENT AND EMERGENCY INFORMATION**

In the event of a serious accident or illness at school, a parent will be called. If you cannot be reached, the persons you have designated as emergency contacts will be called. Emergency contacts are usually family members or close friends who have agreed to care for your child when you cannot be reached. Please ask these people before listing them, to be sure that they are willing to take this responsibility. Please be sure that the numbers you have given us for home, work and emergency contacts are accurate. If at any point during the school year this information changes, notify the office immediately so that our information is always correct. This allows us to provide the best emergency care for your child.

## **ANIMALS (PETS)**

School permission, teacher or principal, must be obtained to bring any animal, insects or reptiles to school. It is necessary that pets be brought to the classroom by a parent, who then waits and takes the animal home.

## **ATTENDANCE**

### ***The Importance of Regular School Attendance***

- *The Red Oak Community School District's attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be duplicated. In order for our elementary school to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance.*

### ***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 school 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 rule 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 directors, have designed these rules so that all students may receive an excellent education.*

## **Processes and Procedures to Combat Excessive Absences/Tardies**

### **Reporting Student Absences**

- When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school before 8:45 A.M. If we do not hear from a parent or guardian by 9:00 A.M., the school will contact the home. Our primary concern is each student's safety and well-being.
- Please make every attempt to have your child at school on time. Inman Primary School begins at 8:15 A.M. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a child is late, something is missed.

### **Excessive Absences**

- After a student experiences a 4<sup>th</sup> unexcused absence or 8<sup>th</sup> total absence a letter of concern is sent to parents. After an 8<sup>th</sup> unexcused absence, or 12<sup>th</sup> total absence a second letter is sent and a meeting is convened to determine the causes of the absences. During this meeting an attempt to develop an individual plan to improve attendance will transpire. After a 12<sup>th</sup> unexcused absence or 20<sup>th</sup> total absence a third letter will be hand delivered and a mandatory mediation session with the local County Attorney will take place.
- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.

### **Tardy Consequences**

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins.
- Work and/or instruction missed may be made up at recess and or after school.
- After 8<sup>th</sup> tardy – Letter home
- After 14<sup>th</sup> tardy – 2<sup>nd</sup> letter sent home and conference with the parent, building administrator and student
- After 20<sup>th</sup> tardy - May result in the child being referred to the Montgomery County Attorney.

**Attendance Definitions** – A student's absence will be recorded using a combination of the following four codes. These codes in addition to a comment section aid in describing the exact nature of the absence.

**Excused Absence** - The following absences will be identified as excused absences. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

- a. School Suspensions (documented by school disciplinarians)
- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. Doctor Visits (notification from parent and documentation required from doctor's office signed office rep/Dr.)
- e. **Planned Family Vacation** (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)
- f. **Parentally Excused Absences Due To Illness** – Our elementary schools will accept a "parentally excused absence for up to five days during a semester.



- a. A parent must call to report an absence the day of the illness. If no contact is made the day of the illness, the absence will be recorded as truant.
- b. Illness absences in excess of the five parentally excused absences will be recorded as "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 school.
- c. 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:

- a. short notice family trips
- b. birthday parties
- c. non-school related competitions
- d. prom dress shopping
- e. graduations
- f. trips to the airport
- g. car problems
- h. 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 school begins.

**Monthly Positive Support for Attendance**

- **Individual Incentives:** At the first of each month students with 98% attendance and good student behavior for the prior month, will be entered into a drawing for incentive. One student's name from each grade level will be drawn. Prizes could include: movie tickets, restaurant gift cards, school apparel, etc.

**Semester & Yearly Positive Support for Attendance**

- **Individual Incentives:** All students with a combined attendance rate of 98% or better, and have achieved satisfactory grades for the year will be rewarded with a Tiger 98 Club Prize.
- **Whole Class Incentive:** We will also monitor and post each grade's monthly attendance rate on our prominently displayed Attendance Board. At the end of each semester, the grade with the highest attendance percentage will be rewarded with a special lunch provided by the Red Oak Community School District. All administrators and students from in the entire grade level will be invited to attend.

**BEHAVIOR**

Although we believe the majority of our students "do the right thing" on a consistent basis, it is our belief that a building wide behavior plan will support the best learning environment for all students. In addition to providing students with consistent expectations, our staff believes every student at Inman Primary has the right to a classroom free of distractions, inappropriate behavior and disrespect. We also believe...

- o All students are entitled to a safe and harassment free learning environment.
- o Learning will increase when all students know that consistent expectations for behavior exist in their school.

- Student, parent and teacher frustration will decrease when a clear plan for behavior expectations and consequences has been outlined.
- High expectations for respect for self and others build character and develop strong future citizens.

We also know student respond much better when every adult a child encounters throughout the day is consistent with the other adults in the building. Every adult at Inman Primary will follow the disciplinary process listed below when dealing with inappropriate behavior.

Expectations:

Every child in our school has the right to:

- Learn in a class free of disruptions
- Learn in a classroom free of putdowns and harassment
- Learn individually and within groups in a positive environment
- Expect that their peers will follow the rules of the classroom and school

### **BICYCLES**

Riding a bicycle to and from school is a privilege and not a right. Students who fail to follow these guidelines will have the privilege of bike riding to and from school terminated and may also be subject to additional discipline.

- Bicycles will be parked in the racks provided or in a designated area.
- Bicycles will be walked while on the sidewalks or school grounds.
- Bicycles will not be ridden or tampered with during the school day.
- Bicycle riders are expected to use bicycle safety rules. Such as: always yielding to pedestrians; riding single file in a straight line; using the proper hand signals; and obeying all traffic rules.

### **BIRTHDAYS: TREATS AND INVITATIONS**

*Birthdays and other celebrations are important and will be celebrated through activities that align with our school district's healthy living initiatives. The classroom teacher will coordinate with parents to plan the celebration. If a parent chooses to have a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student's classroom.*

### **BOOK CHARGES**

Students losing or damaging schoolbooks/materials or media books beyond use will be expected to pay for them. The replacement cost of new and/or used books will be based on the costs obtained from new or used book catalog pricing information. Charges will be assessed for other misuse of books in relation to its severity.

### **CARE OF SCHOOL**

Students who purchase candy or pop off-campus are to consume such items before they enter school grounds. Gum not to be chewed in the building or on school grounds. It is our sincere desire that all students take pride in caring for their school building and its surroundings. We want to encourage the students to keep it as neat and clean as their own home. Students that purposely make a mess are expected to clean it up.

### **CHILD SAFETY**

If your child is going to have a change in their normal routine, we need a parent note stating what the child is to do. Without a note, your child will be instructed to do their normal routine: ride the bus home, walk to the sitter, be picked up etc. It is very important for us to know this information for the welfare and safety of your child.

### **CLOTHING AND DRESS FOR SCHOOL**

Student dress or personal grooming is not to interfere with the normal classroom educational process. Parents should be aware of what clothing students wear to school. Items of apparel, which are disruptive to the school or class routine are not acceptable. Examples of unacceptable dress are: clothing which has profane or suggestive wording or drawings (pictures); midriff tops; clothing which is advocating or advertising the use of alcohol, tobacco or drugs; extremely dirty, tattered clothing, unhemmed or torn garments; or biker shorts (spandex) are not permitted. Students who are wearing questionable apparel will be referred to the principal. Students who are wearing unacceptable apparel may be sent home and/or be subject to disciplinary action.

20

In wet, muddy, and snowy weather children are encouraged to wear weather conditioned shoes or boots or overshoes to prevent wet feet. Overshoes or snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building. During inclement weather adequate outer garments should be worn. Recess will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside. The students will be required to wear the clothing the parent has sent with them to school. The recess supervising teacher may determine that coats and boots are not needed under certain conditions.

**CONFERENCES**

Parent-Teacher conferences are scheduled for September and February. It is of utmost importance that parents meet with their child's teacher. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress. In addition to conferences, parents may receive communications throughout the school year. Parents should discuss appropriate items with their child. If there are questions, contact your child's teacher.

**DELIVERIES**

We know that holidays are a time for celebration, and at times, families want to send gifts for special delivery at school. Due to the age of our students, we will only accept deliveries of balloons, candy, flowers, etc on a child's birthday, as it is an individual celebration. Please do not send items such as the above listed for events such as Halloween, Christmas, Valentine's Day, etc.

**DISCIPLINE:** See "Behavior"

**FIELD TRIPS**

The principal must give prior authorization for all field trips and/or excursions. Teachers will inform parents of field trips and/or excursions as they occur throughout the school year. Parental permission (written or verbal) will be required prior to the student's participation in a field trip. Excursions are appropriate walking trips that are within Red Oak. Excursions may also include a school bus ride to the athletic fields and Red Oak city parks. If you desire that your child not participate in an excursion please notify your child's teacher.

**HARASSMENT/BULLYING**

All individuals at Inman Primary School have a right to feel respected and safe at all times. Bullying is a physical or verbal act of aggression toward individuals or property. Harassment may include name calling, unwelcome touches, and words or actions that make others uncomfortable. If any words or actions make a student uncomfortable or fearful, it immediately needs to be reported to the student's teacher, guidance counselor, activity supervisor, and/or the principal.

<b>CONFLICT</b>	<b>RUDE</b>	<b>MEAN</b>	<b>BULLYING</b>
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted:	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

**HOURS**

School hours are from 8:00 AM.-3:15 PM each day. Students are welcome on school grounds after 7:40 AM., if they have had breakfast and either walk or are dropped off at school. All other students who walk or are dropped off at school should arrive no later than 8:00 A.M. Bus students will arrive between 7:50 AM and 8:00 AM. Those students eating

21

breakfast will go directly to the cafeteria. Breakfast will NOT be available if a student arrives after 8:00 AM and is not served on late start days.

If parents/guardians wish to pick up a student before dismissal times, they must contact the office and inform the school of their plans. For the safety of the child, he/she will not be sent out of the building to meet the designated pick-up person. If an adult is not available to come in the building to get the child due to physical disability, special arrangements will need to be made with the principal. Many times school may be dismissed early due to inclement weather or professional development. Please develop and send written plan(s) to the teacher for what your child should do in case of planned and unplanned early dismissal.

Please make sure that your child's teacher is aware of how he/she will leave school at the end of each day. Notify the school at least one hour, prior to dismissal, should a change in plans be necessary i.e., walk home, ride the bus, will pick-up, etc. We want to ensure that all changes are properly communicated to the teacher and student before dismissal.

**INCLEMENT WEATHER:** SEE: District-wide Parent/Student Handbook (attached)

**IMMUNIZATIONS:** SEE: District-wide Parent/Student Handbook (attached)

### **LOST AND FOUND**

Lost and found articles are placed in the elementary office and in a box in the main hallway. Parents and children are encouraged to check the box for lost items. Every effort will be made to return identifiable items. Articles that are not claimed by the end of the school year will be given to a charitable organization.

### **LUNCH**

Students are not allowed to bring pop or any carbonated beverage to school in cold lunches unless the teacher gives the class permission for a special occasion. Students will not be permitted to share/trade/sell food items provided by the school or brought from home. Parents are welcome to come to school to eat lunch with their child. Parents that want to eat the school hot lunch are asked to call school prior to 9:00 a.m. in order for a hot lunch to be ordered. We ask parents who bring lunch to eat with their child not to bring pop also. Items sent in a cold lunch should be "child friendly". Your child should be able to open items sent in their lunch.

**MEDICATION:** SEE ALSO: District-wide Parent/Student Handbook (attached)

Over the counter and prescription medications that need to be taken at school, must be sent in the original container/prescription bottle. The parent/guardian also must include a signed note giving permission for the staff to administer the medication along with specific instructions.

### **MONEY**

Only money needed to conduct authorized sponsored activities should be brought to school. These might be hot lunch, insurance, book orders, school pictures, etc. Cash should be brought in a sealed envelope with the student's name, amount of money and what it is to be used for on the outside of the envelope. Students should pay amounts due upon arrival at school to eliminate the possibility of loss or theft. Washington Intermediate School and its staff are not responsible for money lost.

### **MULTICULTURAL/GENDER FAIR EDUCATION**

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.

### **NON-DISCRIMINATION NOTIFICATION STATEMENT**

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, 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.

### **PARENT/TEACHER REQUESTS**

We understand that every child is unique and special; therefore, every attempt will be made to meet each student's individual needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. Should a parent feel that there is a need to communicate with the principal regarding their child's specific classroom placement, they will need to complete a "Classroom Placement Consideration Form" (attached at the back of the handbook) by May 1<sup>st</sup> of the school year prior to the request. Please make sure that through completion of this form, all requests are educational in nature and reflect specific information regarding a child's learning needs.

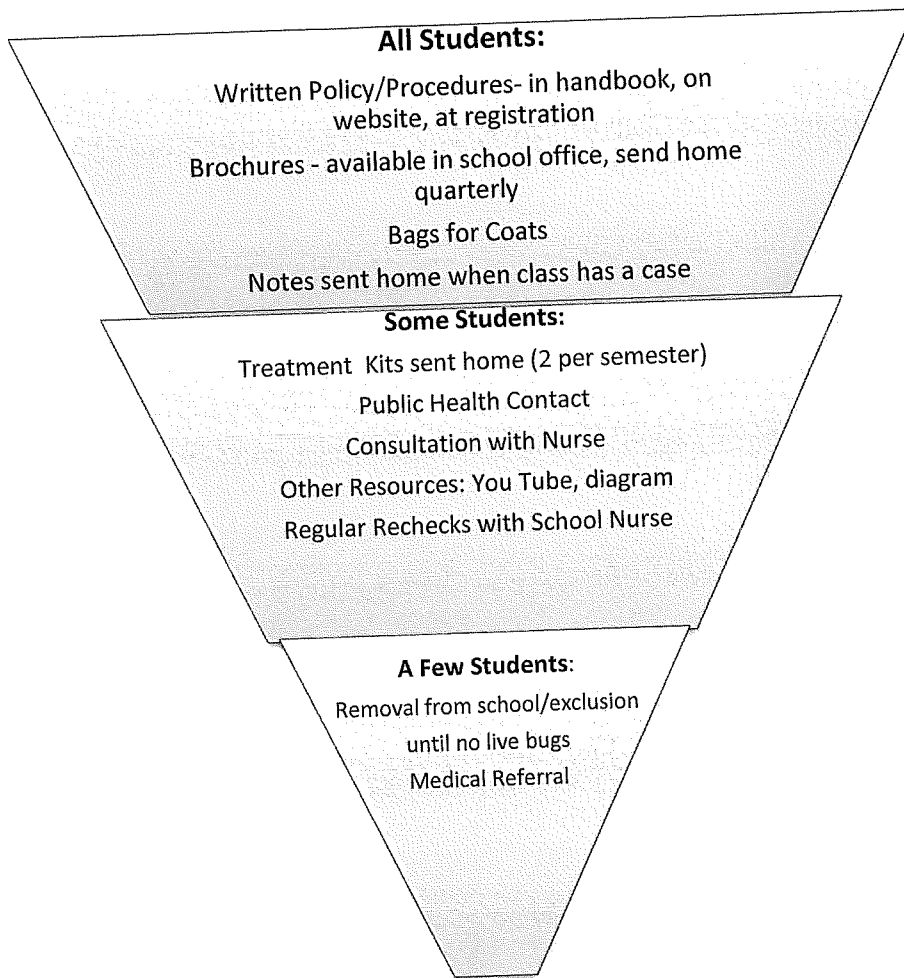
### **PARTIES**

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and also class successes, but no more than one per month in conjunction with the birthday celebration if they involve unhealthy foods. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.

### **PEDICULOSIS (LICE) MANAGEMENT**

School Role- Prevention:

1. Educate Staff, parent and student on ways to prevent headlice.
2. Keep mats, pillows and belongings separated. Coats will be kept in bags
3. Avoid stacking/piling or hanging coats on top of each other
4. Encourage students to keep hats scarves and coats in their sleeves.
5. Remind student not to share combs, brushes, hats and other hair assessories.
6. Avoid sharing earphones and helmets.
7. Watch for signs i.e.: frequent head scratching.
8. Remind parents to do careful weekly inspections of their child's hair
9. Notes will be sent home with students where a case has been found.
10. Encourage that long hair is pulled up in pony tail.
11. Check classrooms where cases are found within one working day of case.



### Identified Case Management

Children will not be excluded from school on the day that headlice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school school nurse and also after the child has been re-treated.

Exclusion from school is not punitive, but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.
3. Upon return to school the next day, the child's hair will be checked. He/She may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensure proper combing of hair at home. Signs of proper combing will result the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.
5. A child's hair will be checked two weeks after they are nit free to ensure child is still free of lice.
6. In severe and reoccurring cases, a family may be given information related to a medical referral.

24

**PERSONAL PROPERTY AT SCHOOL**

We would prefer that students NOT bring toys or other objects from home unless the classroom teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home. Radios, tape recorders, cell phones, electronic games and similar items are not to be used in school. They are expensive, and the school cannot guarantee their safety.

**PHYSICAL EDUCATION REQUIREMENTS**

The physical education department request that appropriate shoes (no flip flops) be worn for physical education class. This is for safety as well as health reasons. Students should wear clothing that does not restrict movement on P.E. days. If a girl wants to wear a dress, she should wear shorts under her dress. If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities. If a student needs to be excused for two or more consecutive class periods, a written medical request from a doctor must be given to the P.E. teacher.

**RECESS**

Research studies have shown that taking a break from a task and moving around in order to get oxygen to the brain will increase one's readiness to learn. Our students go outside (weather permitting) in order to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to participate in recess. Almost always, a child who is too sick to go out for recess is too sick to be in school. During winter months, students will go outside for recess unless the temperature or wind-chill is below zero degrees. **Please dress students appropriately during the winter months.** We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for an extended period.

**Recess Rules**

At recess, student health and safety is our primary concern. Follow directions of playground supervisor's at all times.

- Students must be escorted by staff from classroom or lunchroom to the recess doors.
- Students must be escorted from recess to the classrooms.
- Sidewalks are for walking only.
- First whistle: FREEZE Body and Voice
- Second whistle: Walk to designated area and wait for playground supervisor directions

Top Playground	Concrete Slab	Grass/Snow Area
<ul style="list-style-type: none"> <li>• Slides: go down only, 1 child at a time feet first</li> <li>• Walk on equipment</li> <li>• Monkey Bars: start at ladder, go one direction only</li> <li>• Keep rocks on the ground at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Skipping or galloping allowed</li> <li>• Use hula hoops for hula and tricks</li> <li>• Use jump ropes for jumping</li> <li>• Use basketballs for playing half-court ball, dribbling, bounce passes</li> <li>• Tetherball – use posted rules</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated grass or snow area (use cones to mark off area)</li> <li>• Soccer balls and footballs allowed</li> <li>• May only play football using flag (no tackling or full body contact)</li> </ul>

**RETENTION**

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Parents, teachers and the principal work together in order to ensure that students achieve to their maximum potential in their school-work. In case of any conflict with placement, the principal will meet with the parents to determine what is in the best interest of the student.

**RULES:** See "Behavior"

25

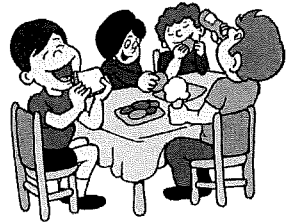
**SAFETY**

Emergency Drills and Emergency Response  
The Standard Response Protocol (SRP) is being implemented at Inman and Washington Elementary Schools. This provides training and resources for staff and students to respond appropriately to emergency situations. These responses include **school lockout, school lockdown, school evacuation and shelter**. We will conduct lockout, lockdown, fire evacuation, tornado shelter and other emergency drills. At the beginning of the year, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits are posted in all rooms. All students are required to participate in these drills for everyone's safety, and are expected to remain quiet and orderly during a drill or an emergency.

**SCHOOL BREAKFAST/HOT LUNCH/MILK MONEY**

Send your check or money in a sealed envelope to the school office. Write on the outside of the envelope the child's name, teacher's name and the amount enclosed. This money will go into your child's account and deducted accordingly. You will be notified when there is a balance of \$5.00 or less in your child's account.

**LUNCH SCHEDULE:**



Preschool	11:05-11:35 AM
Kindergarten	11:30-11:55 AM
First Grade	12:00-12:25 PM
Second Grade	11:00-11:25 PM
Third Grade	12:30-12:55 PM

**SCHOOL VISITS**

Visitors are welcome at Inman Primary School! Please feel free to visit your child's classroom at any time, however, we would suggest that you wait until after the first two weeks of school. If possible, call ahead of time to make sure there are no conflicts with your visit. We discourage student's siblings from visiting school with parents, as their presence can become a distraction to learning. Please make appointments conference with your child's teacher when class is in session. School-age children unaccompanied by an adult must have prior approval from the teacher and principal before visiting.

For the safety of the students, only enter the school at the front entrance on Inman Drive. All visitors must sign in at the office when they arrive at the building. A visitor's badge will be given to wear while you are in the building. Upon leaving the building, we ask visitors to sign out and to return the badge to the office.

**SOLICITATION**

Flyers for distribution to students or staff need prior approval from the principal. Distribution of the flyers is the responsibility of the organization.

**STUDENT ASSISTANCE TEAM**

Inman Primary School recognizes that students can experience a number of personal, behavioral or medical problems which can have an adverse effect on their behavior, conduct or academic performance in school. The Student Assistance Team (SAT) program is designed to provide assistance to students experiencing any of these problems. The program has been designed to identify and utilize school, family and community resources in assisting students to achieve their educational potential. SAT will involve appropriate personnel to provide interventions at the earliest possible stage while maintaining the confidentiality of the student. The SAT is comprised of teaching staff, other school staff as appropriate and a representative from Green Hills AEA.

**STUDENT RECORDS, RIGHTS & PRIVACY**

**ACCESS TO STUDENT RECORDS** Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss their concerns with the principal.

24



**STUDENT PRIVACY and FERPA** Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

**CHILD CUSTODY** A copy of any court order that limits the rights of one parent regarding visitation or custody should be provided to the school. The District is required to follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and social programs will be provided upon request.

**CHILD ABUSE AND NEGLECT** Schools have a legal and moral right to report all suspected cases of child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Human Services.

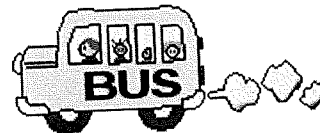
### TELEPHONE MESSAGES

Except in an emergency, we do not call students to the telephone. If necessary, please call the office, and we will deliver a message. Students will not be permitted to use the telephone except in **cases of emergency**.

### TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. **DO NOT** park in the bus loading zones of each school.
2. All students should be dropped off and picked-up in the appropriate areas at each school:
  - Webster - Valley and Joy Streets
  - Washington - Washington Avenue, south side of the building
  - Middle School - Hammond Street, south side of the building



### Traffic/Dismissal Procedures:

- Our school day ends at 3:15 PM. If you are picking up your child(ren), we ask that you remain in your car and follow the flow of traffic. The number of cars parking along the streets has become an issue and is starting to be of safety concern for students and staff. **PLEASE DO NOT PARK IN THE FIRE LANE** (marked by yellow paint on the curb). As the year progresses, we will have busses arriving from field trips, etc.
- It is truly safest and quickest to stay in the flow of traffic versus park and walk to your child. If you must park and walk to meet your child outside, please use the crosswalk area in the front of the building. Cutting in between cars is unsafe. We do not want to teach children to walk in between moving cars, even with adult supervision.
- If you choose to come in to pick up your child, please park in the parking lot and walk into the building and then please wait in the front entrance. Again, this helps teachers finish their end of the day with fewer disruptions. Should you need your child before the end of the day please let the office know and we will call them to the office with their belongings.
- We ask that when you are in the parking lot, you abide by proper laws for speed and the use of the handicapped parking. Staff members are busy providing supervision for students waiting for a ride which makes it very difficult to assist with traffic control. Safe and orderly procedures are our biggest priority with the children during this time.

### TRANSPORTATION and BUS RIDING

Parents can help in the safe transportation of students by instructing their students that:

- The driver is in charge of pupils and the bus. Students must obey the driver cheerfully and promptly.
- Students must be on time at their pick-up point.
- Students should not stand in the roadway while waiting for the bus.
- Classroom conduct is to be practiced by pupils while riding in the bus, except for ordinary conversation. No "horseplay" permitted.
- Unnecessary conversation with the driver is prohibited.
- Students must remain seated at all times.
- Students will not extend arms or heads out of the bus windows.

- The drivers will not discharge riders at places other than a student's regular drop off point unless the parent authorizes the school to do so.

Failure to follow the above regulations may result in suspension from the school bus. The bus driver will handle disciplinary problems when possible. The driver may refer the student to the transportation director when necessary.

Inman - Front of the building on Inman Drive. When dropping off or picking up a child at IPS, always pull to the curb. Do not stop in the middle of the parking lot to pick up or drop off a child. **PLEASE REMAIN IN YOUR VEHICLE.** Otherwise, use the designated areas for parking. Please be aware of the **NO PARKING AREAS.** This also includes the yellow painted curb by the north entrance. This can create congestion and interfere with the flow of the traffic. If you are getting out of your vehicle, please park in the front parking lot. Please park in the appropriate designated areas only. **Safety and patience is of the utmost importance at the end of the school day.** This is only intended to prevent serious injury and to ensure the safety of all students. We encourage your child(ren) to use the crosswalks at each school.

### **VOLUNTEERS: GENERAL INFORMATION**

We welcome and appreciate your interest and involvement in our schools! A volunteer always works under the direction of a teacher or other staff member of the school. The volunteer does not substitute for a staff member but provides supplemental and supportive services as directed by the teacher/staff member. A volunteer should:

- Sign the volunteer form in the office upon arriving at the school.
- Wear a volunteer badge from the office and return it when finished.
- Be dependable and punctual, according to the schedule that you have arranged with the teacher/staff member. Please notify the school should there be a reason for your schedule to be altered.

Make sure you understand your role and responsibilities when working with a teacher/staff member.

- Dress appropriately and comfortably for working with children.
- Use appropriate comments and language while in the school setting.
- Personal opinions regarding staff members and/or children in the classroom should be kept to themselves. Please treat **ALL** information encountered related to the staff, students and their families **CONFIDENTIAL.**
- We would also request that volunteers not bring their preschool age children when volunteering at school.

### **VOLUNTEERS: PARENT-TEACHER ORGANIZATION**

The elementary PTO provides outstanding support to the students and staff at the PK-5 level. There are two fundraisers that are held annually and directly benefit the elementary programs, which, enhance and enrich the opportunities for our elementary students in Red Oak. Your involvement and support of the PTO is appreciated! If you are interested in becoming involved with the PTO, please contact the Inman Primary Office for more information. THANK YOU PTO!!!

28

**Inman Primary School**  
**"Classroom Placement Consideration Form"**  
School Year \_\_\_\_\_

**PLEASE RETURN THIS FORM TO GAYLE ALLENSWORTH BY MAY 1 (NO EXCEPTIONS)**

When we are creating a classroom at Inman Primary School, we are taking into consideration academic, social-emotional, and behavioral needs of every student. We believe that students learn from each other as well as their teacher and that the make-up of a class needs to be carefully considered. It is our goal to collaborate with our families to put students first and place students in an optimal learning environment. Please take the time to share some of your child's strengths, challenges and needs below.

**PLEASE REMEMBER THAT THIS FORM IS FOR SPECIAL CONSIDERATION. PLEASE DO NOT REQUEST A SPECIFIC TEACHER.**

Student Name \_\_\_\_\_  
Parent Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Grade student will be entering:    **Kindergarten**    **1<sup>st</sup> Grade**    **2<sup>nd</sup> Grade**    **3<sup>rd</sup> Grade**

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this benefit your child's education? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your child's strengths: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your child's challenges: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your child's greatest needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


What else would you like us to know about your child? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent's/ Guardian's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

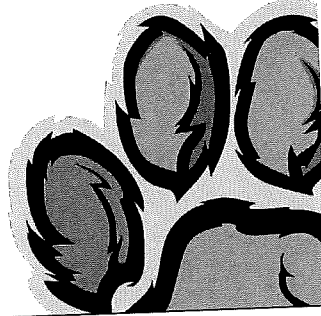
29

# Washington Intermediate School (4-5 Grade)

400 West 2<sup>nd</sup> Street, Red Oak, Iowa 51566  
 Telephone: 712-623-6630 FAX: 712-623-6634

 Red Oak Elementary – Red Oak Iowa  
[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)

## 2018-2019 PARENT/STUDENT HANDBOOK



Staff	
<b>Administrative Office</b>	<b>Reading Intervention</b>
Allensworth, Gayle – Principal Crouse, SueAnn – Student Support Coordinator/Instructional Coach Hall, Heather – Nurse Wallace, Lisa – Administrative Assistant	Hardy, Keith
	<b>Special Education</b>
	Deter, Chris
<b>Fourth Grade</b>	<b>Other Instructional</b>
Chelsvig, Sue Haufle, Mark Kunzie, Sonia Montgomery, Angie	Adams, Curtis - Art Fellers, Trish - ELO Gothberg, Heather – Guidance Hoeksema, Miriam - ELL Horn, Laura - Media Marsden, Terra – Vocal Music Kippley, Josh – Physical Education
<b>Fifth Grade</b>	<b>Para Professional</b>
Cockburn, Michelle Gacke, Ashley Timmerman, Sue Viner, Jackie	Geer, Sue Guerra, Letty

## ATTENDANCE POLICY

### The Importance of Regular School Attendance

- The Red Oak Community School District's attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be duplicated. In order for our elementary school to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance.

### 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 directors, have designed these rules so that all students may receive an excellent education.

### Processes and Procedures to Combat Excessive Absences/Tardies

#### Reporting Student Absences

- When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school before 8:45 A.M. If we do not hear from a parent or guardian by 9:00 A.M., the school will contact the home. Our primary concern is each student's safety and well-being.
- Please make every attempt to have your child at school on time. Washington Intermediate School begins at 8:15 A.M. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a child is late, something is missed.

### Excessive Absences

- After a student experiences a 4th unexcused absence or 8<sup>th</sup> total absence a letter of concern is sent to parents. After an 8<sup>th</sup> unexcused absence, or 12<sup>th</sup> total absence a second letter is sent and a meeting is convened to determine the causes of the absences. During this meeting an attempt to develop an individual plan to improve attendance will transpire. After a 12<sup>th</sup> unexcused absence or 20<sup>th</sup> total absence a third letter will be hand delivered and a mandatory mediation session with the local County Attorney will take place.
- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.

### Tardy Consequences

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins.
- Work and/or instruction missed may be made up at recess and or after school.
- After 8th tardy – Letter home
- After 14th tardy – 2<sup>nd</sup> letter sent home and conference with the parent, building administrator and student
- After 20<sup>th</sup> tardy - May result in the child being referred to the Montgomery County Attorney.

**Attendance Definitions** – A student's absence will be recorded using a combination of the following four codes. These codes in addition to a comment section aid in describing the exact nature of the absence.

**Excused Absence** - The following absences will be identified as excused absences. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

- a. School Suspensions (documented by school disciplinarians)
- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. Doctor Visits (notification from parent and documentation required from doctor's office signed by office rep/Dr.)
- e. Planned Family Vacation (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)
- f. **Parentally Excused Absences Due To Illness** – Our elementary schools will accept a "parentally" excused absence for up to five days during a semester.
  - a. A parent must call to report an absence the day of the illness. If no contact is made the day of the illness, the absence will be recorded as truant.
  - b. Illness absences in excess of the five parentally excused absences will be recorded as "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 school.
  - c. 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:

- a. short notice family trips
- b. birthday parties
- c. non-school related competitions
- d. prom dress shopping
- e. graduations
- f. trips to the airport
- g. car problems
- h. 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 school begins.

#### **Attendance Incentive Program: Monthly Positive Support for Attendance**

- **Individual Incentives:** At the first of each month students with 98% attendance and good student behavior for the prior month, will be entered into a drawing for incentive. One student’s name from each grade level will be drawn. Prizes could include: movie tickets, restaurant gift cards, school apparel, etc.

#### **Semester & Yearly Positive Support for Attendance**

- **Individual Incentives:** All students with a combined attendance rate of 98% or better, and have achieved satisfactory grades for the year will be rewarded with a Tiger 98 Club Prize.

**Whole Class Incentive:** We will also monitor and post each grade’s monthly attendance rate on our prominently displayed Attendance Board. At the end of each semester, the grade with the highest attendance percentage will be rewarded with a special lunch provided by the Red Oak Community School District. All administrators and students from in the entire grade level will be invited to attend.

#### **ANIMALS (PETS)**

School permission, teacher or principal, must be obtained to bring any animal, insects or reptiles to school. It is necessary that pets be brought to the classroom by a parent, who then waits and takes the animal home.

#### **BICYCLES**

Riding a bicycle to and from school is a privilege and not a right. Students who fail to follow these will have the privilege of bike riding to and from school terminated and may also be subject to additional discipline.

- Bicycles will be parked in the racks provided or in a designated area.
- Bicycles will be walked while on the sidewalks or school grounds.
- Bicycles will not be ridden or tampered with during the school day.
- Bicycle riders are expected to use bicycle safety rules. Such as: always yielding to pedestrians; riding single file in a straight line; using the proper hand signals; and obeying all traffic rules.

#### **BIRTHDAYS: CELEBRATIONS, TREATS AND INVITATIONS**

Birthdays and other celebrations are important and will be celebrated through activities that align with our school district’s healthy living initiatives. The classroom teacher will coordinate with parents to plan the celebration. If a parent chooses to have a birthday party outside of the school day, the invitations for such a

party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student's classroom.

### **BOOK CHARGES**

Students losing or damaging schoolbooks or library books beyond use will be expected to pay for them. The replacement cost of new and/or used books will be based on the costs obtained from new or used book catalog pricing information. Charges will be assessed for other misuse of books in relation to its severity.

### **BREAKFAST**

Students eating breakfast at school may enter the building at 7:45 am and proceed to the lunchroom. Serving time for breakfast is from 7:45 am to 8:05 am. If students arrive after 8:10 am they will not be served (the exception will be for a late school bus). Breakfast is not served on late start days.

### **CELL PHONE POLICY**

We recognize that cell phones have become a common tool for communication. However, they can also be a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students are allowed to carry cell phones to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. Parent permission to carry a phone must be on file in the school office. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction-Students will have their cell phone taken away by the teacher and returned at the end of the day.
- Second Infraction-Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- Third Infraction-Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

We are not responsible for lost, damaged or stolen phones, CD players, iPods or electronic gaming devices, CD players, iPods or electronic gaming devices are not permitted at school.

### **CHILD SAFETY**

If your child is going to have a change in their normal routine, we need a parent note stating what the child is to do. Without a note, your child will be instructed to do their normal routine: ride the bus home, walk to the sitter, be picked up, etc. It is very important for us to know this information for the welfare and safety of your child.

### **CLOTHING AND DRESS FOR SCHOOL**

Student dress or personal grooming is not to interfere with the normal classroom educational process. Parents should be aware of what clothing students wear to school. Items of apparel, which are disruptive to the school or class routine, are not acceptable. Examples of unacceptable dress are: clothing which has profane or suggestive wording or drawings (pictures); midriff tops; clothing which is advocating or advertising the use of alcohol, tobacco or drugs; extremely dirty or tattered clothing, unhemmed or torn garments; or biker shorts (spandex) are not permitted. Students who are wearing questionable apparel will be referred to the principal. Students who are wearing unacceptable apparel may be sent home and/or be subject to disciplinary action.

In wet, muddy, and snowy weather children are encouraged to wear weather conditioned shoes or boots or overshoes to prevent wet feet. Overshoes or snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building. During inclement weather adequate outer garments should be worn. Recess will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside. The students will be required to wear the clothing the parent has sent with them to school for recess. The recess supervising teacher may determine that coats and boots are not needed under certain conditions.



## CONFERENCES

Parent Teacher conferences are scheduled for September and February. It is of utmost importance that parents meet with their child's teachers. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress. In addition to conferences, parents will receive written reports four times a year, at nine-week intervals. Parents should discuss the progress report with their child. If there are questions, contact your child's teacher.

## DISCIPLINE

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is responsible to maintain a quality learning environment and exercise classroom discipline to ensure that all students receive an appropriate education. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When serious or persistent problems arise, discipline may become the joint responsibility of the principal, the guidance counselor, the teacher, and parent/guardian. The principal in accordance with Board Policy, State Statutes, and announced rules will select actions necessary to correct misbehavior. Student discipline may involve:

- Administrative conference
- Parent contact and conference
- Detention beyond school hours (3:15-4:00)
  - Parents will be notified prior to student serving the detention and in order for the parent to make appropriate transportation arrangements
- Suspensions of the student from the regular school program, either at home or at school for up to ten (10) school days.
- Referral to the Student Assistance Team
- Referral to non-school agencies and law enforcement
- Referral to the Board of Education
- Expulsion from school

## EMERGENCY PLAN

Emergency Drills and Emergency Response  
The Standard Response Protocol (SRP) is being implemented at Inman and Washington Elementary Schools. This provides training and resources for staff and students to respond appropriately to emergency situations. These responses include **school lockout, school lockdown, school evacuation** and **shelter**. We will conduct lockout, lockdown, fire evacuation, tornado shelter and other emergency drills. At the beginning of the year, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits are posted in all rooms. All students are required to participate in these drills for everyone's safety, and are expected to remain quiet and orderly during a drill or an emergency.

## FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Teachers will inform parents of field trips and/or excursions as they occur throughout the school year. At the time of registration, parents are asked to complete a permission slip allowing students to participate in field trips/excursions. Excursions are walking trips to the public library, middle school, and similar trips that are within Red Oak. Excursions may also include a school bus ride to the athletic fields and Red Oak city parks. If you desire that your child not participate in a particular field trip/excursion please notify your student's teacher in writing. Students not participating may receive a zero grade for the activity unless prior arrangements are made with the student's teacher for an alternate assignment.

## HARASSMENT/VIOLENCE

Everyone at Washington Intermediate School has a right to feel respected and safe. Violence is a physical or verbal act of aggression toward individuals or property. Harassment may include name calling, unwelcome

35

touches, and words or actions that make others uncomfortable. If any words or actions make a student uncomfortable or fearful, it immediately needs to be reported to the student's teacher, guidance counselor, activity supervisor, or the principal.

**If a student feels like he/she is being harassed, the following steps should be taken:**

- Talk to the person harassing you and tell them you expect it to stop. Ask a teacher, counselor or the principal to help you do this if you do not want to do it on your own.
- If it does not stop, tell a teacher, the counselor, or principal.
- You need to write down exactly what happened in your words and give it to the counselor.
- The counselor will look into the harassment and let the principal know what happened.

CONFLICT	RUDE	MEAN
Occasional	Occasional	Once or Twice
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruel
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;

**HOURS**

The first bell rings at 8:00a.m. and school concludes at 3:15 p.m. We encourage students to arrive at school after 7:45 a.m at which time they will be seated in the gym until 8:00 am. The school does not supervise the playground prior to the school day beginning at 8:00 and does not accept responsibility for accidents which may occur at this time. Breakfast will be served at 7:40 am and will not be served after 7:55 am unless we have a late bus. Breakfast will not be served on late start days.

If parents/guardians wish to pick up a student before dismissal times, they must stop by the office and inform the school of their plans. For the safety of the child, he/she will not be sent out of the building to meet the designated pick-up person. If an adult is not available to come in the building to get the child due to physical disability, special arrangements will need to be made with the principal. Students who walk to and from school should go directly to either destination. Many times school may be dismissed early due to inclement weather or staff development. Please develop and send written plan(s) to the teacher for what your child should do in case of planned and unplanned early dismissal.

**LOST AND FOUND**

Lost and found articles are placed across from the office or in the office. Parents and children are encouraged to check the box for lost items. Every effort will be made to return identifiable items. Articles that are not claimed by the end of the school year will be given to a charitable organization.

**LUNCH**

Students are not allowed to bring pop or any carbonated beverage to school in cold lunches unless the teacher gives the class permission for a special occasion. **Students will not be permitted to share/trade/sell food items provided by the school or brought from home.** Parents are welcome to come to school to eat lunch with their child. Parents that want to eat the school hot lunch are asked to call school prior to 9:00 a.m. in order for a hot lunch to be ordered. We ask parents who bring lunch to eat with their child not to bring pop also. Items sent in a cold lunch should be "child friendly". Your child should be able to open items sent in their lunch.

## **MONEY**

Only money needed to conduct authorized sponsored activities should be brought to school. These might be hot lunch, insurance, book orders, school pictures, etc. Cash should be brought in a sealed envelope with the students name, amount of money and what it is to be used for on the outside of the envelope. Students should pay amounts due upon arrival at school to eliminate the possibility of loss or theft. Washington Intermediate School and its staff are not responsible for money lost.

## **MULTICULTURAL/GENDER FAIR EDUCATION**

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.

## **NON-DISCRIMINATION NOTIFICATION STATEMENT**

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.

## **PARENT/TEACHER REQUESTS**

We understand that every student is unique and special; therefore, every attempt will be made to meet each student's needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. The following procedures are used at Washington Intermediate School when parents desire to request a particular teacher for their child.

- All request are to be in writing to the school office no later than the last day of the school year.
- Parents must state the reason(s) for the request.
- First and second teacher preference must be stated.

The school values parent desires but can not guarantee that all requests can be honored. After the building principal and teaching staff creates and posts the class lists, no changes will be made unless there are extenuating circumstances.

## **PARTIES**

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and also class successes, but no more than one per month in conjunction with the birthday celebration if they involve food. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.

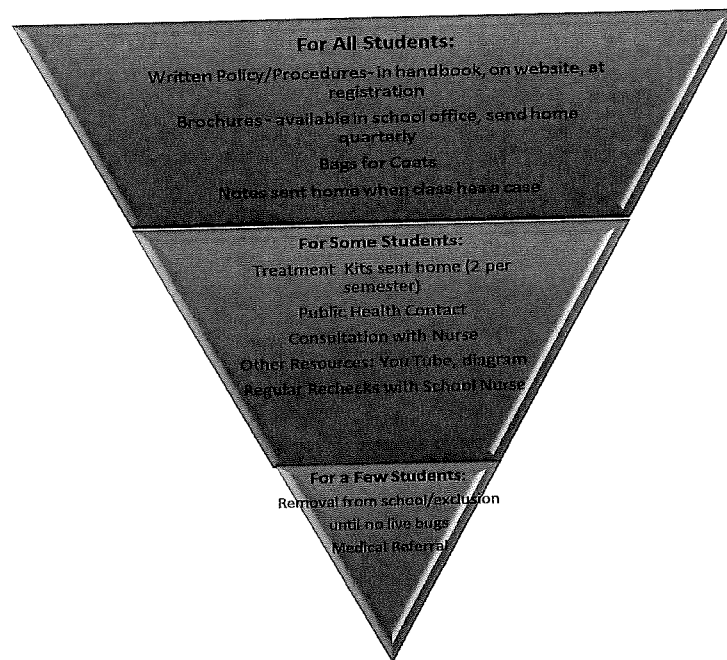
## **Pediculosis (Lice) Management**

### **School Role- Prevention:**

1. Educate Staff, parent and student on ways to prevent headlice.
2. Keep mats, pillows and belongings separated. Coats will be kept in bags
3. Avoid stacking/piling or hanging coats on top of each other

3

4. Encourage students to keep hats scarves and coats in their sleeves.
5. Remind student not to share combs, brushes, hats and other hair accessories.
6. Avoid sharing earphones and helmets.
7. Watch for signs i.e.: frequent head scratching.
8. Remind parents to do careful weekly inspections of their child's hair
9. Notes will be sent home with students where a case has been found.
10. Encourage that long hair is pulled up in pony tail.



## Identified Case Management

Children will not be excluded from school on the day that headlice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school school nurse and also after the child has been re-treated. Exclusion from school is not punitive, but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.
3. Upon return to school the next day, the child's hair will be checked. He/She may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensur proper combing of hair at home. Signs of proper combing will result the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.
5. A child's hair will be checked two weeks after they are nit free to ensure child is still free of lice.

6. In severe and reoccurring cases, a family may be given information related to a medical referral.

### **PERSONAL PROPERTY AT SCHOOL**

Students are not allowed to bring toys or other objects from home unless the classroom teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home. Radios, tape recorders, cell phones, electronic games and similar items are not permitted in school or on the busses. They are expensive and the school cannot guarantee their safety. If a student brings such items to school and it becomes disruptive, it will be confiscated and a parent will be asked to come pick it up.

### **PHYSICAL EDUCATION REQUIREMENTS**

The physical education department request that appropriate shoes (no flip flops) be worn for physical education class. This is for safety as well as health reasons. Students should wear clothing that does not restrict movement on P.E. days. If a girl wants to wear a dress, she should wear shorts under her dress. If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities. If a student needs to be excused for two or more consecutive class periods, a written medical request from a doctor must be given to the P.E. teacher.

### **RECESS**

Research studies have shown that taking a break from a task and moving around in order to get oxygen to the brain will increase one's readiness to learn. Our students go outside (weather permitting) in order to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to participate in recess. Almost always, a child who is too sick to go out for recess is too sick to be in school. During winter months, students will go outside for recess unless the temperature or wind chill is below zero degrees. **Please dress students appropriately during the winter months.** We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for an extended period.

### **RETENTION**

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Parents, teachers, and the principal work together in order to ensure that students achieve to their maximum potential in their school work. In case of any conflict with placement, the principal will make the final decision.

### **RULES**

The staff at Washington Intermediate School strives to provide an excellent learning climate for the students. Rules at school are a fact of life just as laws are in a civilized society. In general, students that respect others, respect themselves, demonstrate kindness with words and actions, listen carefully, follow directions, work quietly, not disturbing others who are working, respect school and personal property, and work hard to achieve their fullest potential have already learned to manage their behaviors and therefore will not have difficulty with school rules. Classroom teachers establish individual classroom rules. Building common area (restrooms, hallways, lunchroom, and playground) rules are posted throughout the building. Appropriate consequences will be chosen to address inappropriate behavior in order to nurture the student in what are acceptable behaviors in our society.

### **STUDENT ASSISTANCE TEAM**

Washington Intermediate School recognizes that students can experience a number of personal, behavioral or medical problems, which can have an adverse affect on their behavior, conduct or academic performance in school. The Student Assistance Team (SAT) program is designed to provide assistance to students

experiencing any of these problems. Our program has been designed to identify and utilize school, family, and community resources in assisting students to achieve their educational potential. The Student Intervention Team (SAT) will involve appropriate personnel to provide interventions at the earliest possible stage while maintaining the confidentiality of the student.

## **STUDENT RECORDS, RIGHTS & PRIVACY**

**ACCESS TO STUDENT RECORDS** Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss their concerns with the principal.

**STUDENT PRIVACY and FERPA** Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

**CHILD CUSTODY** A copy of any court order that limits the rights of one parent regarding visitation or custody should be provided to the school. The District is required to follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and social programs will be provided upon request.

**CHILD ABUSE AND NEGLECT** Schools have a legal and moral right to report all suspected cases of child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Human Services.

## **SCHOOL VISITATION**

Parents, grandparents, and adult guests are always welcome to visit Washington Intermediate School. Visitors are required to report to the office first before going elsewhere in the school building or grounds. We encourage visitations except for the beginning and closing weeks and any day proceeding a vacation period. Visits should be arranged one day in advance of the intended visit. We are not able to accommodate students that may be on vacation from other schools.

## **SOLICITATION**

Flyers for distribution to students or staff need prior approval of the principal. Distribution of the flyers is the responsibility of the organization.

## **VOLUNTEERS: GENERAL INFORMATION**

We welcome and appreciate your interest and involvement in our schools! A volunteer always works under the direction of a teacher or other staff member of the school. The volunteer does not substitute for a staff member but provides supplemental and supportive services as directed by the teacher/staff member. A volunteer should:

- Sign the volunteer form in the office upon arriving at the school.
- Wear a volunteer badge from the office and return it when finished.
- Be dependable and punctual, according to the schedule that you have arranged with the teacher/staff member. Please notify the school should there be a reason for your schedule to be altered.
- Make sure you understand your role and responsibilities when working with a teacher/staff member.
- Dress appropriately and comfortably for working with children.
- Use appropriate comments and language while in the school setting.
- Personal opinions regarding staff members and/or children in the classroom should be kept to themselves. Please treat **ALL** information encountered related to the staff, students and their families **CONFIDENTIAL**.

- We would also request that volunteers not bring their preschool age children when volunteering at school.

### **VOLUNTEERS: PARENT-TEACHER ORGANIZATION**

The elementary PTO provides outstanding support to the students and staff at the PK-5 level. There are two fundraisers that are held annually and directly benefit the elementary programs, which, enhance and enrich the opportunities for our elementary students in Red Oak. Your involvement and support of the PTO is appreciated! If you are interested in becoming involved with the PTO, please contact the Inman Primary Office for more information. THANK YOU PTO!!!

### **WALKING TO AND FROM SCHOOL:**

Students are expected to walk on designated sidewalks throughout Red Oak in the most direct route to and from school. When crossing the highway or streets in high traffic areas near the school, it is expected that students use the crossing guards and follow the safety patrol's directions. Students need to go straight home from school or come straight to school so that parents and school authorities know where students are at all times.



**Red Oak Community Middle School**  
**308 East Corning Street**  
**Red Oak, Iowa 51566**  
**(712) 623-6620**

Memo

To: Board of Directors  
Date: 7/3/18  
Re: Handbook Changes

As directed, the MS handbook changes and explanations are below. You will see considerable changes to crisis/emergency plan(s), student cell phone policy, and student eligibility for extra-curricular participation. If you have any questions prior to the board meeting please do not hesitate to call and ask. Thanks, Mr. Perrien

**Changes:**

**Page 4** - Building schedule changed a little. Combining our DEAR and Seminar time to create one full seminar period at the end of each day. This will help with activities, and staff collaboration.

**Page 15** – Updated language used in defining crisis scenarios to better correlate with district policy and planning.

**Page 15** - Changed ineligibility for extracurricular participation to require students to attend tutor sessions twice a week if they have an “F” as opposed to being ineligible after two weeks.

**Page 17** – Changed the cell phone policy to help create a more consistent approach from classroom to classroom and provide a better way to document students who abuse the privilege of carrying a cell phone in school as well as take a struggle with students out of the classroom teachers hands.



# 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.*

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*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.*

## Table of Contents:

<u>Information</u> .....	<u>Page:</u>
Welcome.....	3
Faculty and Staff.....	3 – 4
Emergency Numbers.....	4
Daily Schedule.....	4
Student Attendance.....	4 – 8
Jurisdictional and Behavioral Expectations.....	8 – 9
Student Rights and Responsibilities.....	10 – 12
Dress Code.....	11
Student Health, Well Being, and Safety.....	12 – 14
Student Scholastic Achievement.....	14 – 15
Academic Eligibility & Extra-Curricular Activities.....	15
Good Conduct Rule.....	16 – 17
Student Activities.....	17
Miscellaneous.....	18
*Cell Phone Guidelines pg. 18	
District Handbook information.....	20 – 47 ?
2018-2019 Calendar.....	48 ?
Signature Page to be signed & returned to school office.....	49 ?

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

301	Shana Iles	Special Education
301	Jen Wilcoxson	Special Education
303	Stacey Rolenc	6 <sup>th</sup> & 7 <sup>th</sup> Social Studies
305	Adam Hietbrink	7 <sup>th</sup> & 8 <sup>th</sup> Social Studies
307	Amy Confer	Success Room Coordinator
309	Barb Sims	6 <sup>th</sup> & 7 <sup>th</sup> Science
317	Sharon Allison	Special Education
319	Kelsey Mangold	7 <sup>th</sup> Language Arts & 8 <sup>th</sup> Literature

**Emergency Phone Numbers:**

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

**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
<b>A Lunch – 11:06-11:31    B Lunch – 11:50-12:15</b>	
6 <sup>th</sup> 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 Regulation:**

### **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) –**

- 1<sup>st</sup> and 2<sup>nd</sup> offense - 30 minute detention to be served within 24 hours
- 2<sup>nd</sup> – 4<sup>th</sup> 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.***
- 5<sup>th</sup> – 9<sup>th</sup> offense – One day of ISS. Student will remain in ISS until parents meet with Guidance Counselor, Administrator, or Student Support Coordinator.
- 10<sup>th</sup> 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 or perform after school.
- D. When classes are missed due to participation in Co-Curricular/Extra-Curricular Activities, the student is responsible to get assignments missed in advance from their teachers.

#### **IV. Jurisdictional and Behavioral Expectations**

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 7<sup>th</sup> and 8<sup>th</sup> 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

54

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 the school personnel to dispense medication to students. This applies to both prescription and over the counter medication. ALL medication must be in the original container 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- Do we have any changes for 18-19 on this???**

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 September/October 2015 and February 2016. 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:

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>➤ First Offense: 25% loss of eligibility</li> <li>➤ Second Offense: 50% loss of eligibility</li> <li>➤ Third Offense: 12 month loss of eligibility</li> </ul> | } | 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.

58



## **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:** Insert new form for 18-19

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:

1<sup>st</sup> offense: Warning – student must put the phone away

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

3<sup>rd</sup> 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 3<sup>rd</sup> 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 entree. *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.

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# 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:

- 1<sup>st</sup> offense: Warning – student must put the phone away
- 2<sup>nd</sup> offense: Teacher secures phone until the end of class period with the student can retrieve
- 3<sup>rd</sup> 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

63

# **RED OAK HIGH SCHOOL STUDENT HANDBOOK**



**2018-2019**

604

<b>Table of Contents</b>		<b>Page #</b>
<b>I.</b>	<b>General School Information</b>	<b>3</b>
	a. Contact Information	3
	b. Chain of Command	4
	c. Grievance	4
	d. Non Discrimination	4
	e. Announcements	5
	f. Fees	5
	g. Telephone Calls and Use of Telephone	5
	h. Visitors to School	5
	i. Electronic Devices	6
	j. Faculty Listing	6
	k. Coach & Sponsor Listing	7
	l. Support Staff Listing	8
	m. Bell Schedules	8
	n. School Song	9
	o. Traffic Regulations	10
	p. Media Center	10
	q. Protective Devices	10
	r. Student Lockers	10
	s. Student Freedom of Speech	11
<b>II.</b>	<b>Student Academics</b>	<b>11</b>
	a. Guidance	11
	b. Graduation Requirements	12
	c. Class Schedules and Class Drops	13
	d. Progress Reports and Report Cards	13
	e. Dropout Prevention: Seminar	13
	f. Dropout Prevention: Study Room	14
	g. Semester Tests	15
	h. Incomplete Grades	15
	i. Repeating Coursework	15
	j. Duplicating Coursework	15
	k. College Visitation	15
	l. Job Shadowing	16
	m. Grade Point Average	16
	n. Early Graduation	16
	o. Graduation Activities & Honors	17
	p. Recognition of Academic Achievement	18
	q. Student Records and Transcripts	18
	r. Transferring from District	19

65

<b>III. Student Activities</b>	<b>19</b>
<b>a. Student Organizations</b>	<b>19</b>
<b>b. Athletics</b>	<b>20</b>
<b>c. Student Council</b>	<b>20</b>
<b>d. Dances</b>	<b>21</b>
<b>e. Eligibility for Activities</b>	<b>22</b>
<b>f. Activity Attendance</b>	<b>23</b>
<b>g. Fund Raising</b>	<b>23</b>
<b>h. Assemblies</b>	<b>24</b>
<b>i. Field Trips</b>	<b>24</b>
<b>j. Activity Transportation</b>	<b>24</b>
<b>IV. Student Attendance</b>	<b>24</b>
<b>a. The Importance Of Regular School Attendance</b>	<b>24</b>
<b>b. Legal Obligation Regarding Attendance Regulation</b>	<b>25</b>
<b>c. Attendance Definitions</b>	<b>26</b>
<b>d. Absent Days Make-Up Work Policy</b>	<b>27</b>
<b>e. Consequences for Failing to Meet Attendance Requirements</b>	<b>27</b>
<b>f. Penalties/Procedures for Verified Unexcused Absences/Truancy</b>	<b>27</b>
<b>g. Lost Credit</b>	<b>28</b>
<b>h. Saturday School</b>	<b>28</b>
<b>i. Partial Day Absence</b>	<b>28</b>
<b>j. Open Lunch</b>	<b>29</b>
<b>k. Skip Day</b>	<b>29</b>
<b>V. Student Behavior &amp; Student Discipline</b>	<b>29</b>
<b>a. Philosophy of Student Behavior</b>	<b>29</b>
<b>b. Student Expectations</b>	<b>30</b>
<b>c. Discipline Matrix</b>	<b>31</b>
<b>d. In-School Suspension Program</b>	<b>44</b>
<b>e. Search &amp; Seizure</b>	<b>45</b>
<b>f. Due Process</b>	<b>46</b>
<b>g. Good Conduct Rule</b>	<b>47</b>
<b>h. Student Assistance Team</b>	<b>51</b>
<b>i. Reasonable Suspicion at Activities</b>	<b>51</b>

67



# I. General School Information

## a. Contact Information

Physical and Mailing Address:

2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51566

Web Address:

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

Main Office Phone:

(712)623-6610

Main Office Fax:

(712)623-6613

Guidance Office Phone:

(712)623-6610

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

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

Ex: [spotts@roschools.org](mailto:spotts@roschools.org)

### Office Staff

Position	Name	Email
Principal's Secretary	Jeanne Bauman	<a href="mailto:baumanj@roschools.org">baumanj@roschools.org</a>
Guidance Secretary	Beth DeBolt	<a href="mailto:deboltb@roschools.org">deboltb@roschools.org</a>
Activities Secretary		

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

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

Finally, regarding our athletic program, if you have a concern about the calendar for sporting events, physical forms, ticket taking, etc., please contact the high school office. If the concern needs further attention, it will be referred to our activities director.

08

## **b. Chain of Command**

When a student has an issue with a classroom teacher, athletics coach, or activity sponsor, the student should address the concern with the teacher/coach/sponsor first. Parents and guardians should encourage the student to handle the concern on their own. Of course, should the resolution not be acceptable to the student, parental or guardian involvement is highly recommended and very much welcomed.

When the parent or guardian supports the use of the chain of command, they become a key component in an excellent opportunity for the student to learn. As a result of following the chain of command, the student will be able to:

1. Increase skills in self-advocacy.
2. Reduce the possibility of misunderstandings and hurt feelings.
3. Develop appropriate communication skills as preparation for the student's participation in the workplace.

### *Classroom Concern*

Student and/or Parent → Teacher → Principal → Superintendent → Board

Please keep in mind that your child may have a concern with a classroom aide. If this is the case, please start the process with a one-on-one meeting with the aide (support staff) first. If you find no resolution to your concern, then visit with the classroom teacher and principal as well to resolve the concern.

### *Coaching Concern*

Student -Parent → Coach → Head Coach → AD → Principal → Superintendent → Board

### *Sponsor Concern*

Student and/or Parent → Sponsor → AD → Principal → Superintendent → Board

A grievance is a claim by a student questioning the interpretation or application of a school board policy or of an administrative regulation. All grievances must be filed with the principal no later than three school days following the act which is being grieved. For further information concerning grievance procedures, contact your teacher, counselor, or an administrator.

## **c. Grievance**

See the district handbook Code 102.

## **d. Non-Discrimination**

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.

**e. Announcements**

Announcements will be distributed by email to all classrooms, published to the Red Oak School District webpage ([www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)), and posted in the building prior to the start of each school day.

**f. Fees**

For the 2018-19 school year, meal prices are:

K-12 Student Breakfast	\$1.70/day
Adult Breakfast	\$2.00/day
4 <sup>th</sup> thru 12 <sup>th</sup> Student Lunch	\$2.70/day
Adult Lunch	\$3.70/day
Extra Milk K-12	\$ .45/day

A student wanting a second lunch will be charged at the adult lunch rate. Students cannot overdraw their lunch accounts past a negative \$5 limit on main line lunches (not “a la carte” items). All students must have money in their account to purchase “a la carte” items. Please keep in mind that the lunch prices are subject to change throughout the year pending board approval, so the prices may not remain accurate throughout the course of this school year.

Fines may be assessed for a variety of reasons, however, the most common reasons are for school property lost or damaged by a student.

Loss due to theft will not absolve a student from either responsibility of making restitution for loss of or damage to school property.

**g. Telephone Calls and Use of Telephone**

Students will not be called from classes except in an emergency. The office will take messages for delivery to students after school. All students MUST use the office phone when calling home because of illness. A student must have a pass from the teacher to come to the office to use the phone; otherwise any call should be made during transition times.

**h. Visitors to School**

If a student wishes to bring a personal guest, he/she must request permission from the principal at least twenty-four hours prior to the day of the visit.

10

**i. Electronic Devices**

Electronic devices such as games, radios, televisions, tape or CD players, beepers, laser pointers, and cellular phones cause a disruption to the school day and are not to be in use during class time during the school day (8:00 – 3:21 p.m.). Cell phones may be used in the cafeteria during the lunch period and in the hallways during passing time.

All teachers will handle electronic device violations within their classrooms.

**j. Faculty Listing**

Faculty Names	Position	Location
Spotts, Jeff	High School Principal	High School Office
Ken Blackman	Activities Director	High School Office
Gigstad, Ann	Special Education (Director)	Inman Primary School
Artherholt, Lisa	Art/Yearbook	Middle School
Archer, Cory	Physical Education/Aerobics	Middle School Wilson Performing Arts Center
Blomstedt, Deb	Science	
Danielle Floerchinger-Herrington	Guidance	High School Office
Crouse, Nick	Physical Education/ Health	Middle School
Erickson, Janelle	Instructional Coach	High School Office
Erickson, Mark	School Administration Manager	High School Office
Eubank, Brett	Alternative School Instructor	Room 10
Freiberg, Melissa	Science	Room 7
Freking, Grace	Mathematics	Room 17
Gelber, Maddie	iJAG	Room 13
Gelber, Ryan	Social Studies	Room 11
Gohlinghorst, Savannah	Business	Room 16
Grim, Curt	Special Education	Room 15
Henke, Patty	Physical Education/Aerobics	Middle School Wilson Performing Arts Center
Horn, Laura	Media Specialist	Media Center
LaPrell, Laura	Language Arts	Room 5
Marsden, Tim	Vocal Music	Wilson Performing Arts Center
Martinez, Monica	Spanish	Room 1
Matuszeski, Taylor	Instrumental Music	Wilson Performing Arts Center
McFarland, Cheri	Special Education	Room 14
Peterson, Bob	Industrial Technology	Room 16
Pollock, Dan	Mathematics	Room 6
Reeve, Kim	Language Arts	Room 4
Rhodes, Sheree	Family & Consumer Science	Middle School
Rouse, Nathan	Spanish/ELL	Room 2
Spencer, Alan	Ag/FFA	Room 8
Stephens, Jacque	Language Arts	Room 3
Stabbe, Ian	Social Studies	Room 12
Vannausdle, Tracy	Student Support Coordinator	High School Office/Middle School

**k. Coach & Sponsor Listing**

<b>Sport</b>	<b>Head Coach</b>	<b>District Location</b>	<b>Asst. Coaches</b>
Cross Country	Curt Adams	RO Middle School	Sueann French
Football	Co-Head Coaches Ryan Gelber	RO High School	Nick Crouse, Tiegen Podliska, Nathan Rouse Cory Archer
Football Cheer	Barb Lombard	RO High School	
Volleyball	Angela Montgomery	Washington Inter.	Sharon Allison & Dana Ramirez
Swimming	Dean Junker	Atlantic CSD	
Bowling	Mike Webb	RO High School	
Boys Basketball	Dan Pollock	RO High School	
Girls Basketball	Maddie Gilbert	RO High School	Patty Henke
Basketball Cheer	Barb Lombard	Red Oak Resident	
Wrestling	Tiegen Podliska	RO High School	Nathan Rouse
Wrestling Cheer	Cheri McFarland	RO High School	
Boys Golf	Bob Boeye	RO High School	
Girls Golf	Patty Henke	RO High School	
Boys Tennis	Arryn Gillespie	Red Oak Resident	Tristin Johnson
Girls Tennis	Arryn Gillespie	Red Oak Resident	Tristin Johnson
Boys Track & Field	Sueann French	RO High School	
Girls Track & Field	Curt Adams	RO Middle School	Nikki Rengstorf
Baseball	Mark Erickson	RO High School	Nick Crouse
Softball	Tristen Johnson		Kelli Schram

<b>Activity</b>	<b>Sponsor</b>
Business Professionals of America (BPA)	Savannah Gollinghorst
National Honor Society	
Student Council	Tiegen Podliska and Janelle Erickson
FCCLA	Sheree Rhodes
FFA	Alan Spencer
Fall Play	Laura Horn
Speech	Laura Horn
Spring Musical	Tim Marsden
Yearbook	Lisa Atherholt

12

**I. Support Staff Listing**

Support Staff Member	Title	Email
Linda Guerra	Translator	<a href="mailto:guerral@roschools.org">guerral@roschools.org</a>
Heather Hall	School Nurse	<a href="mailto:hallh@roschools.org">hallh@roschools.org</a>
Jessie Bruning	Media Center Aide	<a href="mailto:bruningj@roschools.org">bruningj@roschools.org</a>

Classroom Aide	Email
Jermey Adams	<a href="mailto:adamsj@roschools.org">adamsj@roschools.org</a>
Tristen Johnson	<a href="mailto:johnsontr@roschools.org">johnsontr@roschools.org</a>
Michelle Stephens	<a href="mailto:stephensm@roschools.org">stephensm@roschools.org</a>
Rosanne Vorhies	<a href="mailto:vorhiesr@roschools.org">vorhiesr@roschools.org</a>

**m. Bell Schedules**

Orange School Day /Black School Day 8:00 AM to 3:30 PM	Start	End
1 <sup>st</sup> Block/2 <sup>nd</sup> Block	8:00 AM	9:30 AM
3 <sup>rd</sup> Block/4 <sup>th</sup> Block	9:35 AM	11:05 AM
5 <sup>th</sup> Block/6 <sup>th</sup> Block	11:10 AM	1:10 PM
5 <sup>th</sup> Block/6 <sup>th</sup> Block A Lunch times (11:40-1:10) Class B Lunch times (11:10-11:35&12:05-1:10)Class C Lunch times (11:10-12:00&12:30-1:10)Class	11:10 AM 11:35 AM 12:00 PM	11:35 AM 12:00 PM 12:25 PM
7 <sup>th</sup> Block/8 <sup>th</sup> Block	1:15 PM	2:45 PM
Seminar	2:50 PM	3:30 PM

<b>Early Release</b> <b>8:00 AM – 12:00 PM</b> <b>Orange Day/Black Day</b>	<b>Start</b>	<b>End</b>
1 <sup>st</sup> Block/2 <sup>nd</sup> Block	8:00	8:37
3 <sup>rd</sup> Block/4 <sup>th</sup> Block	8:40	9:17
5 <sup>th</sup> Block/6 <sup>th</sup> Block	9:20	9:57
7 <sup>th</sup> Block/8 <sup>th</sup> Block	10:00	10:37
7 <sup>th</sup> Block/8 <sup>th</sup> Block A Lunch times (11:10-12:00) Class B Lunch times (10:40-11:05&11:30-12:00)Class C Lunch times (10:40-11:35) Class	10:40 AM 11:05 AM 11:35 AM	11:05 AM 11:30 AM 12:00 AM

<b>Two Hour Late Start</b> <b>10:00 AM – 3:30 PM</b> <b>Orange Day/Black Day</b>	<b>Start</b>	<b>End</b>
1 <sup>st</sup> Block/2 <sup>nd</sup> Block	10:00 AM	11:10 AM
3 <sup>rd</sup> Block/4 <sup>th</sup> Block	11:15 AM	1:00 PM
3 <sup>rd</sup> Block/4 <sup>th</sup> Block A Lunch times (11:15-1:00) Class B Lunch times (11:15-11:45&12:20-1:00)Class C Lunch times (11:15-12:30) Class	11:15 AM 11:50 AM 12:35 PM	11:40 AM 12:15 PM 1:00 PM
5 <sup>th</sup> Block/6 <sup>th</sup> Block	1:05 PM	2:15 PM
7 <sup>th</sup> Block/8 <sup>th</sup> Block	2:20 PM	3:30 PM

**n. School Song**

Over hill, over dale, as we hit the loyal trail as Red Oak comes out on the field.  
Holler out with a shout, as a thousand throats cry out- as Red Oak comes out on the field.  
For its hi-hi-hee, on to VICTORY. Shout out your colors loud and strong-ORANGE-  
BLACK  
For its fight team fight, with courage and with might- As Red Oak comes out on the field.  
As Red Oak comes out on the field- hey V-I-C-T-O-R-Y

74

#### **o. Traffic Regulations**

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

1. Students are to park in the north parking lot only.
2. Vehicles are to be parked in designated areas/spaces.
3. At no time should cars block or be a hindrance to through traffic.
4. Students parking in areas other than those designated for student parking between the hours of 7:30 a.m. and 4:00 p.m. will be in violation of the parking regulations.
5. Under no circumstances are students to be in a vehicle for any reason at any time during the school day without permission from the principal's office.
6. Students must register the vehicle and display a valid parking sticker.

#### **p. Media Center**

Red Oak Community High School has an excellent Instructional Media Center for your academic and personal needs. The center's staff will provide you with individualized assistance and a wide range of services and resources. The center is open from 8:00 a.m. to 4:00 p.m. each school day. Computer instructional materials and assistance in utilizing computers are available. The many and varied resources include more than 8,000 books, audio recordings, videotapes, media kits, and more than 60 current periodical subscriptions.

#### **q. Protective Devices**

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

#### **r. Student Lockers – (Not relevant to the 2017-18 School Year)**

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



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

It should be further understood that the school authorities have the right and the responsibility to make a periodic inspection of all lockers to make certain that they are being maintained in a sanitary, clean, and neat condition. Students who deface, (i.e. gum, tape, marker, etc.) their locker will be charged for repairs and clean-up.

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

The rules and regulations also apply to physical education and athletic lockers. Only locks issued by the school may be used to secure these lockers.

#### **s. Student Freedom of Speech**

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

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption in the orderly operation of the school. Advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications under the supervision of a faculty advisor and principal.
3. Signs, banners, and posters may be posted with permission from the office.

## **II. Student Academics**

### **a. Guidance**

It is felt by the administration and faculty of this school that each student is important in his/her own right—this being a basic philosophy, we wish to further your opportunity of success. A testing program aids each student to evaluate his or her progress. Testing and interviews are done to help you plan for your future. You may like additional assistance. It is important for you to know your abilities, capacities, interests, and aptitudes to enable you to intelligently work out a plan for life that will give you economic security, happiness and contentment. Please feel free to visit with our teachers, counselor, principal, or superintendent at any time; we are here to help you plan your future.

The school guidance department exists to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or a personal problem, may be discussed with the guidance counselor.

As a student progresses through high school the guidance counselor will help each individual to choose the subjects which fit his/her individual needs. During these years, plans for the future start taking shape. To help with the many decisions a student must make, the guidance department is well supplied with information about colleges and trade schools and about jobs in hundreds of different fields. Each student is encouraged to become acquainted with the counselor early and to use the guidance services often. Appointments may be made by visiting the counselor's office.

## b. Graduation Requirements

Students must satisfy the following requirements to graduate from Red Oak High School:

1. Complete 52 credits
2. Successfully complete the following:
  - 6 semesters in Science (3 years) including Biology and Physical Science;
  - 8 semesters in Language Arts (4 years) including two semesters of the Senior English courses as noted in board policy;
  - 6 semesters in Social Studies (3 years) including US History, World Area Studies, Economics and Government;
  - 6 semesters in Mathematics (3 years) including Algebra 1;
  - 1 semester in Fine Arts (Music, Art, etc.);
  - 2 semesters in a Vocational/Career Area (Business, Ag., Computer, Industrial Technology, Family and Consumer Science, or MOC);
  - 4 semesters of Physical Education (required every other semester for 1 credit per year);

Students in grade twelve may be excused from physical education by the principal if requested in writing by the parent.

The following courses are required and should be taken at the level indicated:

<u>9<sup>th</sup></u> Language 9 (2) World Area Studies (1) Physical Science (2) Physical Ed (1)	<u>10<sup>th</sup></u> Language 10 (2) *US History (2) Biology (2) Physical Ed (1)
<u>11<sup>th</sup></u> American Lit (2) Physical Ed (2)	<u>12<sup>th</sup></u> Government (1) Economics (1) Physical Ed (1) Senior English (2)

\* This required course may be done during either sophomore or junior year.

**c. Class Schedules and Class Drops**

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

Teacher assignments for two semesters will vary. Students will receive a copy of their schedule during August.

The Board of Directors encourages all students to make maximum use of curriculum offerings, supplemental resources such as libraries and all other educational facilities. To that end, it shall be the policy of the Red Oak Community School District that all high school students be in attendance for a school day of seven periods. Each student will be enrolled in seven courses in addition to a seminar class. Students are to attend school for the entire school day and there are no provisions for early release, except for PSEO regulations.

Students will have the first two days of each semester to drop a class without penalty. After that, a failing grade will result unless due to medical reasons.

**d. Progress Reports and Report Cards**

Approximately every four weeks, either a progress report or report card will be given to the student.

**e. Dropout Prevention: Seminar**

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

If every teacher and student alike took the seminar time very seriously, it really could be a means of preventing students from dropping out of school. In theory, all student work could become up-to-date and students would be less likely to lose credit at semester's end.

18

### Student Expectations

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

Honors seminar is granted to junior and seniors who have all As & Bs in all 7 classes. Determination for honors seminar is made by administration.

### f. Dropout Prevention: Study Table

#### Goals:

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

#### Study Table Requirements:

Students participating in activities and receiving a current grade of a “D” or below will be required to attend Study Table sessions in order to raise their academic standings. A student must attend 2 out of 3 sessions (see days and times) until their grade improves to a “D+” or higher. The days and times will be selected by the student. The status of the student’s grade will be verified by the classroom teacher in cooperation with the Activities Department. If a student does not attend the required amount of study time within the week, they will not be allowed to participate in the next competition/event of the activity or activities that they may be involved. Students will be expected to sign in at each session and work quietly while in attendance. Tutors may be available for students if prearranged.

Study Table Location: Red Oak High School  
Monitor: Activities Director & High School Head Coaches/Sponsors  
Study Table Session Times: TBD by HS Head Coaches/Sponsors  
Tutors: Staff, NHS and Lettermen's Club members.

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

**g. Semester Tests**

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

**h. Incomplete Grades**

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

**i. Repeating Coursework**

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

**j. Duplicating Coursework**

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

**k. College Visitation**

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

1. The guidance office will contact the Director of Admissions at the college to be visited.
2. Student must have a statement from the Director of Admissions.
3. Student must have parental permission for visit.
4. Student must pick up "Permission for Make-up Work Before Absence" slip from the guidance office prior to visitation.
5. "Make-up slip" must have instructor's final okay.

## **l. Job Shadowing**

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

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

## **m. Grade Point Average**

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

Although the Red Oak Community School uses the above method of calculating G.P.A., many colleges and universities will recalculate the G.P.A. for their own purposes. Other more competitive schools may exclude all courses except the core academic areas.

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

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

## **n. Early Graduation**

In considering an early graduation, the student and his/her parents need to consider seriously the advantages/disadvantages of this option. There should be compelling reasons for pursuing such a course. It is the viewpoint of the Board of Education and administration that students should take advantage of the opportunity to grow and mature intellectually as well as socially through four years of high school attendance. The benefits of interacting with one's peer group and enrolling in courses/activities that offer opportunity for participation in varied activities need to be given serious consideration. It is recognized, however, that a few students might better satisfy their particular needs by early completion of high school in order to pursue a career, enrollment in a post secondary school, or to become involved in some other worthwhile endeavor.

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

#### **o. Graduation Activities and Honors**

All students who have completed all graduation requirements except those with special student status are eligible for graduation activities. Students who have completed seven semesters of high school attendance and who have been approved for mid-year graduation are eligible for graduation activities. Those who have completed the Board of Education's requirements for graduation will receive a diploma.

The class selects their graduation announcements in the fall. The student pays for these upon delivery which is usually in March or April.

Senior pictures should be taken during the summer prior to your senior year. Students are required to bear all costs of senior pictures.

80

Caps and gowns are purchased at student expense in the spring.

Students will need a GPA of 3.25 to 3.66 for 8 consecutive semesters to graduate with honors and a GPA of 3.67 and above for 8 consecutive semesters to graduate with distinction. The school will round to two decimal points in determining these honors.

**p. Recognition of Academic Achievement**

**Academic Letter**

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

**Attendance Recognition**

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

**Honor Roll**

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

To be eligible for the quarter or the semester honor roll a student must be enrolled in at least (4) academic courses other than instrumental music, chorus, and/or P.E. Honor roll categories are 3.0 to 3.666 (honor roll) and 3.667 to 4.0 (high honor roll).

**National Honor Society**

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

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

**q. Student Records and Transcripts**

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

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



The district or its officials or employees may disclose the following directory information without obtaining consent from the student or the student's parents or guardians:

A. Directory Information

1. the student's name, address and telephone number
2. the names, addresses and telephone numbers of the student's parents or guardians
3. the student's age, and date and place of birth
4. the student's fields of study
5. the student's participation in officially recognized activities and sports
6. the weight and height of members of athletic teams
7. the dates of attendance in the District
8. degrees and awards received by the student
9. the most previous educational agency or institution attended by the student

However, if an authorized student, parent or guardian notifies the superintendent in writing by the start of each school year (or within ten (10) days of enrolling in the District if a student enters after the start of the school year that he/she does not want any of the above listed items to be considered directory to any person, then such information shall not be released with respect to that student without consent.

Copies of the full policy (505.1) dealing with student records may be obtained from the office of the Superintendent.

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

**r. Transferring from District**

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

### **III. Student Activities**

**a. Student Organizations**

When taking a journey through exciting and different territory, you can either keep your eyes and ears open or close them and miss it all. Red Oak Community High School has many opportunities for you besides athletics to help keep your journey interesting. Consider joining something!

84

The following activities are available for your enjoyment. We hope each student at our high school will take full advantage of these opportunities.

- 1) Student Council
- 2) FFA
- 3) FCCLA (Family Career & Community Leaders of America)
- 4) BPA (Business Professionals of America)
- 5) International Club
- 6) National Honor Society
- 7) Music
  - Band/Chorus
  - Flag Corp
  - Ensemble Groups
  - Spring Musical
- 8) Yearbook
- 9) Cheerleading
- 10) Fall Play
- 11) Art Club
- 12) Book Club
- 13) Speech

**b. Athletics**

The following listed sports are available to our students and we encourage each of you to become actively involved. Listen for announcements concerning organizational meetings.

FALL	WINTER	SPRING	SUMMER
Football	Basketball	Golf	Baseball
Cross Country	Cheerleading	Tennis	Softball
Volleyball	Wrestling	Track	
Cheerleading	Bowling	Soccer	
Swimming			

**c. Student Council**

The Red Oak Community High School Student Council works in the best interest of the student body. It ensures that the Red Oak students are represented at functions that directly affect them. It also enriches school life through the coordination of school events and activities. The council formulates and implements plans and ideas for events such as homecoming, various dances, assemblies and many other student activities. It pulls all of the schools' resources together for the best possible results.

85

The Red Oak Community High School Student Council is elected by the student body each spring. This is a great opportunity for students to get involved and we are very anxious to get them involved. You can help decide the future of your school by taking time to serve as a student council member. Active participation in activities such as student council will make your high school years a much more memorable experience. Students interested in being a member must complete a nomination form which must be signed by themselves, the high school principal and the advisor. Those seeking an office must complete the form and circle the office desired. President and Vice President Candidates MUST be a junior or senior. They must also run on one ticket together. Other officers can be sophomores, junior or seniors.

The student council wants to do what is best for all concerned in the Red Oak High School. Generating school PRIDE and working to enhance the overall school system are goals strived for all year. Any student wishing to discuss a concern with the council should contact a student council member or the advisor. Any input is appreciated.

#### d. Dances

All dances must be approved by the principal. Approval must be requested at least two weeks in advance of the date of the dance. All students in attendance are subject to breathalyzer testing if chaperones and/or law enforcement deem necessary. Anyone who leaves the dance will not be readmitted. Admission may be denied to anyone based upon the sponsor's or principal's judgment, his/her judgment based on due cause. Middle school students will not be allowed to attend ROHS dances. Sign-in and sign-out is required. The same rules of conduct regarding student behavior during the school day will apply to dances. All dates that do not attend ROHS must have prior approval three weeks in advance by the principal. They will be required to prove their identity with photo id (driver's license or passport) to attend. ROHS students are responsible for the conduct of their guests. Organizations sponsoring dances must assure that a minimum of three approved sponsors are in attendance for supervision duties. In order to be eligible to attend the dance, the student is required to be in attendance the full day. The following admission rules will be strictly followed:

- 1) HOMECOMING:
  - a. Dance will occur on Saturday night and will end at 11:30 PM.
  - b. All ROHS students may attend the Homecoming dance provided they pay admission price and comply with any conditions established.
  - c. No one 21 or over will be admitted.
- 2) JUNIOR/SENIOR PROM:
  - a. The following people are eligible to attend the Junior/Senior Prom: Red Oak High School Juniors and Seniors, Dates of the Red Oak Juniors and Seniors who are under the age of 21. **Their dates may not be freshmen or younger.**
  - b. Students must wear formal attire or they may be asked to leave the Prom.

#### e. Eligibility for Activities

The merit, value and effectiveness of participation in interscholastic competition is 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 Activities Director. 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 High School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular 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 extracurricular 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. The activities director shall keep records of violations of the Good Conduct Policy. The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, BPA, FCCLA, National Honor Society, all co-curricular (e.g., Art Club, International Club), all honorary and elected offices (e.g., Prom and Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for any other activity where the student represents the school outside the classroom. To be eligible for an activity, students participating must:

- 1) Be enrolled or dual-enrolled in school;
- 2) Have earned passing grades in all full-time classes within the year prior of participation, subject to the scholarship rule. Ineligibility will be a 30 day period starting with the first sanctioned event for each organization, unless governed by other regulations.
- 3) Mandatory weekly participation in study room for students receiving a grade of D or below;
- 4) For students in athletics, music, or speech activities, be under 20 years of age;
- 5) For students in athletics, music, or speech activities, be enrolled in high school for no more than eight semesters;
- 6) For students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- 7) Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student;
- 8) 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 plan.

**(No Pass/No Play)(Or Scholarship Rule)**

This rule has been created by the Iowa Department of Education.

A student must receive credit in at least 4 subjects at all times.

Pass all courses and make adequate progress toward graduation to remain eligible.

If not passing all courses at the end of a final grading period, the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant.

There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.

Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.

Requirement that member schools report interventions on CSIP.

A “student with a disability” and an IEP is judged based on progress made toward IEP goals.

Ability to use summer school or other means to make up failing grades for eligibility purposes not available.

**f. Activity Attendance**

- Students shall be in school and attend all scheduled classes on the day of an extracurricular interscholastic activity. This includes all college courses. Any exception must be cleared in advance by the principal or his/her designee.
- Students late for a class by more than 20 minutes will not be permitted to participate in an extracurricular interscholastic activity or practice. Any exception must be cleared in advance by the principal or his/her designee.
- If a student will miss a class or classes because of an extracurricular activity, he/she must have an advance excuse and turn in assignments to teachers in advance or make special arrangements for such assignments with the teachers involved.

**g. Fundraising**

Students may raise funds for school-sponsored events with the prior written permission of the building principal. Fundraising by students for events other than school sponsored activities is not allowed.

#### **h. Assemblies**

School assemblies are an integral part of our educational program and require the cooperation of every person to make the assembly a good experience. We have been proud of the behavior of our students and the warm welcome they give to people conducting an assembly. Help us maintain our excellent reputation.

Impressions of Red Oak Community High School often go well beyond Red Oak. Proper applause indicates appreciation. Because assemblies are such an important part of school, all students are expected to attend assemblies. Skipping assemblies will result in the same consequences as truancy.

#### **i. Field Trips**

Field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. If a student does not attend the field trip, an alternative assignment will be given to make-up for the field trip. Absences in other classes or school activities due to attendance or field trips are considered excused absences.

When on a field trip, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Prior to attending a field trip, students must return a signed permission slip and a completed advance make-up slip.

#### **j. Activity Transportation**

All students representing the school district are expected to ride to and from events in vehicles provided by the school district. Any other arrangements must be approved by the building administrator or his/her designee. Coaches/ sponsors will have a release form that may be signed by the parent of the student wishing to ride home with his/her parent. No student will be released to anyone other than their parent without the approval of the building administrator.

### **IV. Student Attendance**

#### **The Importance of Regular School Attendance**

**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.

89

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.

### **Communication is KEY**

Parents are expected to telephone the school office to report the student as soon as possible on the day the absence occurs. We care about each child and want to know where they are. When an absence occurs or you foresee a potential absence/tardy, please contact your respective school so we can best support you and your child. We are here to help!

### **Legal Obligation Regarding Attendance Regulation – What does the LAW say?**

The school believes the responsibility for attendance rests with the parents and the students. . 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.*

### **What Does This Mean?**

This means that if your child falls within the compulsory attendance age, detailed below, it is against the law for them not to be in school without a valid excuse.

**Compulsory Attendance Age** – Compulsory attendance age is the age when a child MUST attend school. In Iowa, children who are at least six (6) and not yet 16 years of age by September 15 are of compulsory attendance age. Example: A student who does not turn 16 until September 16 or after is still, by law, required to attend school for that complete school year.

**Attendance Definitions** — A student's absence will be recorded using a combination of the five (5) following codes:

**5 Excused Absences Per Semester** — However, other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of the building administrators.

- a. School Suspensions (documented by school disciplinarians)
- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. College Visits (juniors are allowed 1 visit per year, while seniors are allowed 3 visits per year. A student must obtain a signed college visit form, or college letterhead, signed by a college representative)
- e. Doctor Visits (notification from parent and documentation required from doctor's office signed by a physician)
- f. A religious observance, when requested by a student's parent(s)
- g. "Planned" Family Vacation

**Medically Excused Absences Due to Illness** — Our schools will accept a medically excused absence.

- a. Illness absences in excess of the five (5) 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 high school.
- b. Additionally, if a student has frequent medically 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.

**Parentally Excused Absences Due to Illness** — Our schools will accept a "parentally" excused absence for up to five (5) days during a semester.

- a. Illness absences in excess of the five (5) 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 high school.
- b. 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".

- a. short notice family trips
- b. birthday parties
- c. non-school related competitions
- d. prom dress shopping



- e. graduations
- f. trips to the airport
- g. car problems
- h. 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. Students who are tardy will be given a 20 minute detention. Failure to serve the assigned 20 minute detention will result in additional administrative action.**

### **Absent Days Make-Up Work Policy:**

#### **Excused Absence:**

- a. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. A student shall be allowed one make-up day for each day of absence.
- b. If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments or modification of the assignments at the place of confinement whenever practical.

### **Verified Unexcused Absence/Truancy Make-up work Policy:**

A student's grade shall not be affected if no graded activity is missed during such an absence.

**Consequences for Failing to Meet Attendance Requirements** – 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.

### **Penalties & Procedures for Verified Unexcused Absences/Truancy After the five (5) Excused Absences have been exhausted.**

Truancy or Verified Unexcused Absences –

- 6<sup>th</sup> Absence will result in:
  - a. Letter home detailing attendance records and attendance procedures.
- 8<sup>th</sup> Absence will result in:
  - a. 2<sup>nd</sup> Letter – Detailing attendance records and attendance procedures
  - b. Student will meet with Student Support Coordinator
- 10<sup>th</sup> Absence will result in:
  - a. 3<sup>rd</sup> Letter – alerting student and family that they are now in danger of losing credit for courses they are enrolled in.

92

- b. Family and student will meet with administrator and Student Support Coordinator to discuss current attendance issues and to develop a plan to improve.
- c. Saturday School – May be required to “buy back” time lost due to excessive absenteeism.
- d. Parent Partnership Program – May be used to “buy back” time lost due to excessive absenteeism.

➤ **If a student refuses to accept responsibility for his/her actions and is not present for the assigned consequence, appropriate administrative action will take place.**

### **Lost Credit Due To Multiple Verified Unexcused Absences/Truancies**

Daily attendance and active participation in each class are vital to a comprehensive education. Therefore, in any semester, when a student accumulates ten (10) absences due to truancy or verified unexcused absences, the student and parent/guardian will be notified that there may be a loss of credit in that subject.

Students **not of compulsory attendance age** will be required to meet with an administrator and/or the Student Support Coordinator to discuss the potential loss of credit and what they can do to “buy back” time lost due to excessive absenteeism.

Students of compulsory attendance age will remain in the class to allow for continued learning but will not earn credit until adequate time is made up at administrator’s discretion. Compulsory attendance age students will be referred to the county attorney.

### **Saturday School**

One day of Saturday School can “buy back” an unexcused absence. Saturday School will run from 8 am to 12 pm. Parent permission will be required, and students must bring their own work. No electronic devices will be allowed unless they are provided by the school.

### **Parent Partnership Program**

Parent or guardian attends school with student for one day accompanying student to all his/her classes. They will need to check in with the office, and lunch will be provided for them.

### **Partial Day Absence**

Students who must leave the school during the school day must check out through the Attendance Office prior to leaving school and parents must provide a note or call. Leaving without signing out will be cause for disciplinary action.

**Make Every Day Count!**

## Skip Day

Skip day is prohibited. Anyone participating in a skip day will be considered truant. Should a large number of students miss any day under suspicious circumstances; an additional day at the end of the year will be added.

## Open Lunch

All juniors and seniors will start the year with open lunch with signed parental permission form.

**If a student is late returning from lunch the privilege of open campus will be revoked for two (2) weeks. After the third violation the student will lose the privilege of open lunch for the remainder of the semester.**

**If a junior or senior is given in-school suspension, they will not be able to leave the campus during lunch for the days suspended.**

**Any freshman or sophomore who wishes to leave during the lunch period must have permission from the administration and parents/guardians. The reason for leaving must be an exceptional one and parents must sign the student out.**

**If an ineligible student for open lunch leaves campus during the lunch period without permission, it will be considered truant and the consequences will follow the guidelines found in this handbook.**

## V. Student Behavior & Student Discipline

### a. Philosophy of Student Behavior

Good discipline originates in the home. The parent is the first teacher of the child, and it is the parent's obligation, by teaching and by example, to develop in his or her children good habits of behavior as well as proper attitudes toward school. The home and school must work together to achieve the ultimate goal of educating a child to become a mature person capable of self-control. The Red Oak Community School District expects parents and guardians of students to recognize their responsibilities and to cooperate with the school in implementing effective discipline.

School procedures necessary for achievement of the maximum educational benefits must be carried out. The carrying out of such school procedures is a joint responsibility of the Board of Directors, its staff, the students, and their parents.

The dignity of the student should be protected with proper consideration for each individual's sex, race, color, creed, and physical and intellectual characteristics. The recognition by the student and the staff of their responsibility to each other in this connection might well establish a mutual respect which should stimulate a sound basis for carrying out school procedures. Students will be expected to conduct themselves in keeping with their level of maturity. The dignity of the staff, as individuals, and the

respect for the staff in their professional capacity is an important part of the school system and should be protected.

Members of the staff shall have the authority necessary to carry out such school procedures including the use of reasonable physical force to prevent and to stop any act of interference with the scholarly disciplined atmosphere of the school and school environment.

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

### b. Student Expectations

The Five P's

- 1) Be Prepared
- 2) Be Productive
- 3) Be Punctual
- 4) Be Polite
- 5) Be Positive

#### Behavioral Expectation Matrix

Rules	Classroom	Cafeteria	Hallway	Restroom
Be Prepared	Come to class with all necessary materials	Enter orderly and quietly	Organize Lockers	Use restroom closest to class
Be Productive	Stay on task, submit assignments, take notes	Be seated and manage time wisely	Utilize the 3 minutes between classes wisely	Take care of business
Be Punctual	On Time be seated before bell rings	On Time entering and leaving to class	On Time from class to class	On Time - within reason of what is expected
Be Positive	Do your best at all times	Be a positive role model for others	Be a positive role model for others	Model proper behavior
Be Polite	Practice good manners	Dispose of trash during breakfast and lunch	Walk and minimize the noise level	Dispose of trash properly

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**c. Discipline Matrix**

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

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

Cumulative offenses will result in progressive consequences.

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

Offenses are designated by level of degree of severity:

**Level 1:** Classroom teachers are encouraged to handle as much of their own discipline as possible. We will provide APL strategies to help teachers manage their classrooms effectively. These usually result in detention.

**Level 2:** Offenses which primarily affect only the individual student and will usually result in detention or in-school- suspension. Parents will be contacted.

**Level 3:** Serious offenses that cause a disruption to the learning environment. Disciplinary action may be detention, in-school suspension, and out-of-school suspension. Parents will be contacted.

**Level 4:** Major offenses that will receive the most severe disciplinary actions are out-of-school suspensions and/or an informal hearing which may lead to a recommendation for expulsion from Red Oak Community School. Parents will be contacted.

RULE/DEFINITION	EXAMPLES	EXCEPTIONS	CONSEQUENCES
<u>Bomb Threat or Attempt to Bomb, Burn, or to Destroy a School Building or Property:</u> Student conduct which may put others in danger will not be permitted. Threatening is forbidden because it violates the law.			L4: Suspension, legal action

9/6

<p><b>Bus Violation:</b> Bus rules and regulations must be followed because they ensure safe transport to and from school and protect the rights of others to a safe bus ride.</p>	<p>Profanity, horseplay, eating/drinking, littering, creating loud noises, having glass objects, water pistols and other toys, transporting large objects, tampering with equipment, throwing objects out of the window, putting arms or head out the window, making faces or other gestures to passersby or other drivers in traffic, or refusal to follow the directions of the bus driver.</p>		<p>L2:  1) Detention and parent contact  2) Two-week (2) bus suspension  3) Four-week (4) bus suspension  4) Remainder of year bus suspension</p>
<p><b>Cafeteria Violation:</b> Cafeteria rules must be followed because they ensure safety and protect rights of others.</p>	<p>No running, cutting in line, throwing food, or leaving trash/trays on the tables or floor.</p>		<p>L1:  1) Staff discipline/Community Service  2) Detention  3) ISS  4) OSS</p>
<p><b>Cars/Vehicles Improper Use:</b> Must be operated in a safe manner in compliance with school rules and state and local laws. Violators are subject to corrective action at school and penalty under law.</p>	<p>Reckless driving, speeding, driving or parking in an unauthorized area.</p>		<p>L3:  1) Warning  2) ISS (1 Day)  3) Parking privileges revoked for 1 week.  4) Parking privileges revoked for 2 weeks &amp; privileges reviewed by administration.</p>
<p><b>Cheating:</b> Violation of Test Procedures or the Appearance of a Violation: Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on any assignment to be graded as work of a single individual because students are responsible for their own learning.</p>	<p>Copying homework, allowing someone else to copy your homework, any talking to any student or to the teacher without the teacher's permission, talking or giving the appearance of talking during a test or quiz. All assignments must be the student's own work and not done by other students, friends, parents, brothers, sisters, or anyone else in the family.</p> <p>In the classroom, examples are looking at notes (the student's or anyone else's), writing notes on any body parts (such as your hand.)</p>	<p>Cooperative learning groups, open-book tests, team work.</p>	<p>L.:1  1) Teacher discipline, a zero will be given on the assignment.  2) Detention  3) ISS  4) OSS</p>

97

	Student's eyes should be on his/her own paper. Testing atmosphere will be maintained throughout the entire testing period, as authorized by the teacher. Students may not talk when others are not finished.		
<u>Chronic Failure to be Prepared for Class:</u> Failure to have teacher required materials for class.	Materials to be included but not limited to: Books, paper, pencil, homework.		L.:1 1) Teacher discipline 2) Detention 3) ISS 4) OSS
<u>Communication Devices (Wireless):</u> Students may possess wireless communication devices (cell phones, etc.) on school grounds provided that these devices are not visible and must be turned off prior to the start of the school day (8:05 AM). For safety reasons, students may utilize these devices after school office hours provided the use of the device does not distract from or disrupt activities. Violators are subject to corrective action.	For safety reasons, students may utilize these devices after school hours provided the use of the device does not distract from or disrupt activities.		L:1 1) Teacher discipline 2) Detention 3) ISS 4) OSS
<u>Defiance:</u> The refusal to accept the authority or to carry out the directions, of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.	Refusing to do what the staff person asks you to do. Using profanity, threats, or other forms of verbal abuse towards a staff member. When staff gives student directions, the student is expected to comply.		L3: 1) ISS (1 Day) 2) ISS (3 Days) 3) OSS (5 Days)

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<p><u>Disrespect:</u> The refusal to accept the authority or to carry out the directions, of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.</p>	<p>Making faces, using sarcasm, interfering (butting in) when a teacher is disciplining or reprimanding another student, muttering under your breath, walking away when the teacher or staff person is talking to you, raising your voice when talking to teachers or staff persons, throwing down a book, arguing (asking why), refusing to do what the staff person asks you to do. When staff gives student directions, the student is expected to comply.</p>		<p>L2:  1) Detention  2) ISS  3) OSS (1 Days)  4) OSS (3 Days)</p>
<p><u>Discrimination:</u> All persons and groups within the school will be treated with dignity and respect because discrimination destroys the learning environment. Discrimination on the basis of age, gender, race, color, religion, national origin, disabilities, economic status, personal or physical characteristics, or other characteristics of individuals or groups will not be tolerated. Actions, gestures, statements (spoken or written), dress, or symbols which insult, offend, taunt, or demean others because of their individual or group differences will not be tolerated.</p>			<p>L3: ISS (3 Days)  L4: OSS (3 Days)</p>
<p><u>Disruption:</u> Instructional time and/or any extra-curricular time will not</p>	<p>Blurting out in class without recognition, shouting across the classroom, making unnecessary noise</p>		<p>L1:  1) Teacher discipline  2) Detention  3) ISS</p>

99



<p>be disrupted by students because disruptions interfere with the learning of others and destroy the continuity of the learning process. This includes classes where there is a substitute.</p>	<p>(verbal, non-verbal), muttering under your breath, standing up and wandering around the classroom, students talking with one another without the teacher's permission, playing with toys, or writing notes without permission.</p>		<p>4) OSS</p>
<p><u>Dress Code:</u> All students will arrive at school acceptably groomed and attired because improper attire is unsafe and disruptive to the educational process. The following guidelines are to be followed:</p>	<ul style="list-style-type: none"> <li>• bathing, proper dental hygiene, use of deodorant, shampooing one's hair</li> <li>• shoes must be worn at all times</li> <li>• Hats, caps, bandannas or any other head apparel deemed inappropriate will not be allowed to be worn in the building. Students should place hats, caps, etc., in their lockers when arriving to school</li> <li>• any items of clothing adjudged by staff to be indecent or unclean will not be permitted</li> <li>• when outer wear reveals the absence of undergarments, the student will be sent home</li> <li>• clothing, buttons, or signs with suggestive, profane, or inappropriate words or pictures involving drugs, sex, alcohol, or the occult will not be permitted</li> <li>• the following items will not be permitted as school wear: bathing suits, undershirts worn alone, tank shirts, bare midriffs, halter tops, or "see-through" garments any other apparel deemed disruptive to the educational process will not be permitted because improper attire is disruptive to the educational process</li> <li>• jeans/pants worn low on the hip that reveal underwear will not be permitted</li> <li>• jeans/pants with</li> </ul>		<p>L2:  1) Warning  2) Detention  3) ISS  4) OSS (1 Day)</p>

100

	<ul style="list-style-type: none"> <li>revealing slits are not permitted</li> <li>unclean clothes that show obvious stains, dirt, or odor are not permitted</li> <li>marijuana leaves, Nazi signs, sexual symbols, controversial symbols, slogans and logos including gang identification symbols, i.e., KKK, beer and cigarette logos, or skulls and crossbones, etc., are not permitted</li> <li>logos that refer to bands who use drug names, i.e., Rush, are not permitted</li> </ul>		
<u>Drugs and Other Substances:</u> The possession, use, distribution or attempted distribution of drugs, (illegal, prescription, and/or over-the-counter drugs), alcohol, inhalant intoxicants, or look-alikes (placebos) on school property, at school functions, or going to and from school is expressly forbidden because they are illegal and their use results in disruptive behavior which destroys the learning environment.	Having any forbidden substances in your vehicle, locker, your pockets, your purse, your backpack, giving any medicine or pills to a friend, passing around any "look alike" substances, such as sugar cubes, "keeping" or holding a forbidden substance in your vehicle, locker, backpack, or pocket for a friend, "forgetting" you had any forbidden substance in your vehicle, pockets or personal belongings.	Coming to the office to take prescription or over-the-counter medicines when you have brought a note from home and given it to the secretary.	L4: Suspension, legal action
<u>Electronic Devices for Entertainment:</u> Electronic devices are not allowed to be played during school hours (between beginning of school and end of school) because they are distracting and interfere with the learning environment.	Walkman radios, radios, electronic games, tape decks, CD players, "boom boxes."	Permission of the principal/designee.	L2: 1) Confiscation, parent conference and detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Fighting/Physical Abuse:</u> Physical and/or	No horseplay, i.e., name calling,		L4: OSS

101

verbal abuse including fighting is not allowed because it causes an unsafe and disruptive learning environment.	pushing, tripping, running, bumping, holding onto, slamming lockers, picking, throwing, hitting, kicking, pulling hair, biting, shoving, punching, intimidating, threatening to beat up somebody, or ganging up.		
<u>Fire Regulation Violation:</u> Report of false emergencies or tampering with emergency equipment is forbidden because it violates the law and endangers the safety of others.	Pulling fire alarm, false telephone calls, calls to 911, tampering with or activating fire extinguisher.		L4: Suspension, payment of legal fees and legal action.
<u>Food or Drink in Halls, Consumption of:</u> Creates extra work for staff and can cause accidents.	The cafeteria is the only place that food and drink can be consumed. Food/drink in the classroom will only be permitted if it relates to the curriculum.		L1: 1) Staff discipline 2) Detention 3) ISS 4) OSS
<u>Forgery:</u> Forgery is not allowed because it destroys the orderly operation of the school and communication with the home.	Falsely and fraudulently making or altering a document. Signing parent's name to any document or signing any name to a document that is not your name.		L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<u>Gambling:</u> Gambling is forbidden because it is illegal and it disrupts the learning environment.	Monetary betting: pitching pennies, bets for money, playing cards, or rolling of dice for the purpose of winning money.		L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<u>Group/Mob Action:</u> Any student who participates in a group/mob action which results in disruption or	Any two or more students with the intent of doing harm to persons, property, or the school environment may be		L4: Suspension, legal action  102

disturbance at school or school related activity.	considered a group or mob.		
<u>Harassment:</u> Words, gestures, or physical contact which offend, intimidate, threaten, abuse, persecute or demeans anyone are not allowed because they fail to show respect for others and destroy the learning environment. Harassment of students or staff for any reason is prohibited.	Spreading rumors, defaming another person's reputation, bullying, name calling, teasing, hitting, pushing, or spitting.		L3: Suspension
<u>Indecent Exposure:</u> Intentional exposure of part of one's body in a place where such exposure is likely to be an offense against the generally accepted standards of decency in school.			L4: Suspension, legal action
<u>Indecent Material:</u> Materials that are vulgar, obscene, profane, or offensive are not allowed because they show a lack of respect for others and distract from the educational process.	Possessing or distributing to others 'posters, pictures, written/printed materials, audio tapes, video tapes, trading cards, and computer-based materials which are vulgar, or obscene. Writing notes or stories in class, cafeteria, or elsewhere on school grounds which are vulgar, obscene, profane, or offensive; passing such notes to other students.		L3: ISS L4: Confiscation, suspension
<u>Lying:</u> Any verbal or written statement of any untruth and/or the misrepresentation of person, official record, or other document are	Having a friend who poses as your parent or guardian to call the school for an early dismissal or to excuse your		L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)

<p>not allowed because it destroys a safe and orderly learning environment.</p>	<p>absences; telling the bus driver or your teacher you had permission to stay after when in fact you did not; withholding information; giving a teacher or a substitute the wrong name or wrong phone number.</p>		
<p><u>Misuse of Technology:</u> Computers, computer networks, and other electronic technology shall only be used for valid educational purposes and only with the approval of a school staff member.</p>	<ul style="list-style-type: none"> <li>• Violating the privacy rights of others.</li> <li>• Using, producing, distributing, or receiving profanity, obscenity, or material which offends, threatens, or degrades others</li> <li>• Copying commercial software in violation of copyright law.</li> <li>• Using technology for financial gain or commercial or illegal activity.</li> <li>• Using technology for product advertisement or political endorsement.</li> <li>• Forwarding personal communications without the author's prior consent.</li> <li>• Using technology in violation of other Rules and Regulations of the Code of Behavior.</li> </ul>		<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><u>Obscenity/Profanity:</u> The use of vulgar or indecent language or gesture, including actions or displays of an obscene nature is prohibited because it is offensive, illegal, shows a lack of respect for others and disrupts the learning environment.</p>	<p>Cursing, profanity, obscene gestures.</p>		<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><u>Out-of-Bounds: Not</u></p>	<p>Being in the</p>		<p>L2:</p>

104

being where you are supposed to be without a pass.	hallways, bathroom, cafeteria, or in an unauthorized area.		1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Physical Assault or Threat on a Staff Member:</u> The threat of or use of force upon a staff member is expressly forbidden.			L4: Suspension, legal action
<u>Physical Assault or Threat on Another Student:</u> The threat for use of force upon another student is expressly forbidden.			L4: Suspension, legal action
<u>Plagiarism (Academic Dishonesty):</u> Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received.	Copying material from books, CD ROMs, computer programs, cassette tapes, or video tapes. All sources should be cited properly. Any time more than seven consecutive words are copied, they must be in quotation marks. (This is standard practice in the literary world.)		L3: 1) Zero will be given on Assignment ISS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<u>Possession of Glass/Breakable Containers:</u> Students shall not have glass bottles or other such breakable containers on school property or at school-related activities.			L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Public Display of Affection:</u> Public display of affection is not permitted because it distracts from the educational process and shows a lack of respect. It can also be considered a form of sexual harassment.	Kissing, wrapping arms around one another, trapping someone against a locker, inappropriate touching, grabbing, or hugging.		L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS
<u>Sexual Misconduct:</u> Unwelcome acts of a sexual nature committed by a	Student sexual misconduct may include, but not limited to: unwelcome touching victim or when victim is		L.: Suspension, legal action

105

<p>student against another student without consent including, sexual advances, requests for sexual favors and/ or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.</p>	<p>forced to touch another person's body, coerced sexual intercourse, unwelcome sexual propositions, invitations, or other pressure for sex; implied or over threats of a sexual nature; making gestures of a sexual nature; unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general.</p>		
<p><u>Standing By as others Violate Rules:</u> In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the Code of Behavior to teachers, administrators, or other appropriate staff member.</p>	<p>Watching or encouraging others who are breaking school rules.</p>		<p>L.:2 1) Detention 2) ISS 3) OSS</p>
<p><u>Theft - Minor:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.</p>	<p>Thefts valued at \$50.00 or under.</p>		<p>L.: 2 1) Detention/ Restitution 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><u>Theft:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.</p>	<p>Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it in to the office. Thefts valued over \$50.00.</p>		<p>L.:4 Restitution, Suspension, legal action</p>
<p><u>Tobacco Violation:</u> Possession and use of tobacco or tobacco products, matches, or lighters is forbidden, school buses, and school property are</p>	<p>Possession and/or use of cigarettes, snuff, cigars, pipes, dip, or chewing tobacco to include lockers, personal belongings, and cars</p>		<p>L.:3 1) 2 Days ISS 2) OSS (5 Days) 3) Refer to Accumulated offenses</p>

106

smoke/tobacco-free and tobacco products, matches, and lighters endanger the safety and health of others.	parked on school property at any time during school or any school activity.		
<u>Trespassing Violation:</u> Trespassing (unauthorized visiting at other schools) is forbidden because it is illegal and disrupts the safety and orderliness of the learning environment. A student may be forbidden to trespass on his/her own school property or any other Red Oak school property. Access and use of school property should be by authorization only.	Going to a friend's school without permission during the school day when you have a holiday or early dismissal because of exams or weather. Coming on to school grounds for any reason without permission when you have been suspended.	Visiting other school when they are open to the public, such as for plays, concerts, or athletics. Visiting other schools during the school day when you are part of a school-sponsored group or activity, or when you and your parents have legitimate business to conduct in their guidance or main office.	L4: Suspension
<u>Unauthorized Sales:</u> Unauthorized sales are prohibited because they create disruptions.	Selling candy, gum, drinks, trading cards, tapes, toys, or any other items not approved by the school.	Selling items for an authorized school fund raiser during designated times.	L1: 1) Teacher discipline 2) Detention 3) SSS 4) OSS
<u>Unsafe Behavior:</u> Unsafe behavior is not allowed because it endangers the safety of others and of the learning environment.	Running in the hall, spitting, pushing, shoving, throwing snowballs, books, or other objects, running alongside the buses, tripping others, skateboarding, bringing skateboards to school, or horseplay of any kind.		L1: 1) Staff discipline 2) Detention 3) SSS 4) OSS
<u>Unsportsmanlike or Inappropriate Behavior at a ROHS or School-sponsored Activity:</u> Students are expected to comply with the rules established by their schools and with the rules of the sports, clubs, and activities in which they participate.	Refer to Activities guide for Students and Parents		L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Vandalism - Minor:</u> Vandalism and	Damage of \$50.00 dollars or less.		L3: 1) ISS (1 Day)

107



destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.			2) OSS (3 Days) 3) OSS (5 Days)
<u>Vandalism:</u> Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.	Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books. Damage over \$50.00.		L4: Restitution, legal action, suspension
<u>Verbal Assault on a Staff Member:</u> The use of obscene or profane language, harassment, or threats on a staff member.			L4: Suspension
<u>Verbal Assault on Another Student:</u> The use of obscene or profane language, harassment, or threats on a student.			L4: Suspension
<u>Weapon, Failure to Report:</u> It shall be the responsibility of the student to notify a teacher or an administrator IMMEDIATELY, if they have reason to believe that there is a weapon in school, on school grounds, on a school bus, at the bus stop, or at any school related activity. Disciplinary action, up to and including expulsion, may be taken against any student who knows of a weapon and fails to report it.			L4: Suspension, legal action
<u>Weapon Violation:</u> Weapons are	Any type of operable or inoperable weapon, such		L4: Suspension, legal action

108

<p>forbidden on school property and at school-sponsored functions at home and away because they prevent a safe, non-violent, orderly school environment.</p>	<p>as firearms, BB guns. Pellet guns, knives, switchblades, razor blades, mace, tear gas, pepper spray, and other chemical agents, bullets, fireworks, and other explosives. Includes toy guns, toy knives, and other weapons or facsimiles. Also includes objects which may commonly be used in the school such as scissors, pencils, pens, craft knives, compasses, rulers, Exacto knives, bats, etc. Whether designed as a weapon or not, an object may be considered as a weapon if it is used as a weapon or perceived as a weapon.</p>		
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**d. In-School Suspension Program**  
 Student Intervention and Behavior

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

Components

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

In-School Suspension is used to create an educational environment, where students are held accountable for their actions. In ISS, the In-School Coordinator can teach the student the skills and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom. The Principal/Assistant Principal decides to refer the student to ISS, where the student will complete the In-School Suspension referral form. The parent should also be notified when a student has been referred to the In-School Suspension Room. Upon entry, the ISS Coordinator will review the referral, interview the students, explain the rules, procedures, and ask the student to complete the Personal Information Form. The ISS Room can provide consultation through the school counselor, which enables the student to identify the underlying problem and eventually correct or improve the misbehavior. The ISS Room also provides remedial instruction, transition from regular classroom setting to the Isolation process which has been given to the student. Student support will involve group interaction with the ISS Coordinator.

100

### e. Search & Seizure

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

Reasonable suspicion may be based upon factors such as:

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

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

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

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat down search or a search of a student's garments (such as jacket, socks, pockets, etc.) is conducted, it will generally be conducted in private by a school official of the same sex as the student with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search of the student's body is permissible in emergency situations when the health and safety of students, employees, or visitor are threatened. Such a search may only be conducted in private by a school official of the same sex as the student with an adult of the same sex present, unless the health or safety of the students will be endangered by the delay caused by following these procedures.

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

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

Student Lockers, Desks, etc. Student lockers, desks or other spaces issued or assigned to a student for storage of items are the property of the school district and students have no legitimate expectation of privacy in such spaces. The district may conduct random, unannounced periodic inspections of such lockers, desks and spaces. Such inspections will either occur in the presence of the students whose lockers are being inspected or in the presence of at least one other person.

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

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

#### **f. Due Process**

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

- A. The student must have been informed of the conduct that is expected or prohibited.
- B. Prior to disciplinary action a hearing will be held with the student at which time notice is given as to what he or she is accused of doing...
- C. An opportunity should be given during the hearing for the student to present his or her side of the story.
- D. The administrator must make the decision relating to disciplinary action based upon the incidents have been appraised from the knowledge gained.

### **g. Good Conduct Rule**

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

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

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

The following activities are covered by the Good Conduct Rule: athletics, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming Court, Prom Royalty), class officer or representative, cheerleading, or any other activity where the student represents the school outside the classroom.

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

A student participating in activities covered under the Good Conduct Rule shall not engage in the following conduct, in school or out of school, at any time during the calendar year:

- Possess, use, or purchase tobacco products, regardless of the student's age
- Possess, use, or purchase alcoholic beverages as defined by the Iowa Supreme Court – ref. Iowa Codes 123.4
- Attending a function or party where the student knows or has reason to believe alcohol or other drugs are being consumed by minors. Students who are faced with this situation have two choices:
  1. Leave immediately (an intention to leave is not acceptable)
  2. Stay and assume the consequences listed in the penalty chart
- Possess, use or purchase illegal drugs, drug paraphernalia, or synthetic drugs as defined by the Iowa Supreme Court – ref. Iowa Codes 124.401 & 155A.21
- Engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)

### **Determination of Violation**

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

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

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

- The student's name and the names and address of the student's parents or guardians
- A statement describing the time, place, and circumstances of the Good Conduct Rule violation
- A statement describing the penalty imposed

**Violation Consequences**

Violations of the Good Conduct Rule will accumulate over the student's high school career.

**\* Athletics/Cheerleading**

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th &amp; Subsequent Offenses</b>
33% Loss of Eligibility	50% Loss of Eligibility	66% Loss of Eligibility & Documentation of substance abuse Evaluation (if applicable) prior to participation	6 months of ineligibility

**\* Activities**

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th &amp; Subsequent Offenses</b>
2 Events	4 Events	6 Events & Documentation of substance abuse Evaluation (if applicable) prior to participation	6 months of ineligibility

**\* Homecoming/Prom Court**

Students are ineligible to be on court if violation of the good conduct policy occurred within 30 days prior to the nomination ballots of the court.
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**Ineligibility Guidelines**

- A student's ineligibility will be imposed at the highest level of competition as well as at all levels during the ineligibility period. Should the student participate in more than 1 level (Varsity, JV, and Freshman) on the same date, they will be ineligible for all levels. Multiple ineligibility penalties cannot be served on the same date.
- Students ineligible for co-curricular activities/performances shall only miss activities that are not required as part of a course grade. Activities that have an impact on a school course will be identified in writing and communicated with the activities director at the start of each school year.

114

- The period of ineligibility is imposed immediately upon a finding of a violation if the student is eligible for and currently engaged in an extra/co-curricular activity. If a student is not engaged, or if ineligibility is not completed during the current activity, the period of ineligibility will be carried over to the next activity or contest. For their penalty to stand, students are also expected to end their extra/co-curricular activity in good standing if they served a good conduct penalty. Students who do not complete their season in good standing will serve their ineligibility in his/her next season of participation.
- Athletic, activity and homecoming penalties are to be viewed as three separate violations. Penalties will be served in full in each category.
- If the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- An ineligible student shall attend all practices or rehearsals but may not “suit up” for contests nor perform/participate.
- If a student violates the Good Conduct Rule while already ineligible, the first ineligibility must be served before the next (second/third) penalty is imposed.
- Students may not work off the good conduct violation in an activity they have not previously gone out for in prior years.

### **Penalty Reduction – Service Contract**

Students can receive a penalty reduction of 50% by contracting service hours through the district’s Student Support Coordinator. Service Contract forms can be found in the Athletic Director’s office. Required hours for reduction in penalty are as follows: (there is NO reduction for a fourth offense OR Homecoming/Prom Court)

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
<b>10 hours</b>	<b>20 hours</b>	<b>40 hours</b>

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

### **Transfer Student**

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

### **Additional School Consequences**

115



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

### **Appeals**

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

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

#### **h. Student Assistance Team**

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

#### **i. Reasonable Suspicion at Activities**

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

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

## **Student and Parent/Guardian Signature Page**

**Please return to the school as proof of the following:**

- 1) We understand that we can access this year's student handbook electronically on the school district website. This website is located at [www.redoakschooldistrict.com](http://www.redoakschooldistrict.com).**
- 2) We understand that all students should comply with the rules found within the handbook.**
- 3) We understand that the district administration has the right to modify these rules throughout the school year for reasonable cause.**
- 4) We understand that sometimes there are situations that don't fit into the organization of the handbook, but that the district administration has to then make decisions based on their best judgment.**
- 5) Finally, by signing this, we are saying that it is in our family's best interest to review these rules together.**

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**Parent/Guardian**

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**Student**

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**Date**

117

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

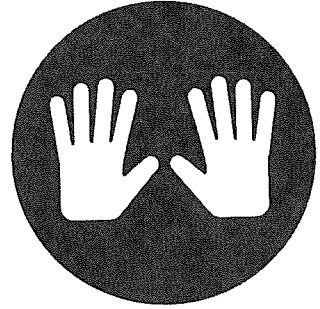
## LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

### STUDENTS

Return inside  
Business as usual

### TEACHER

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



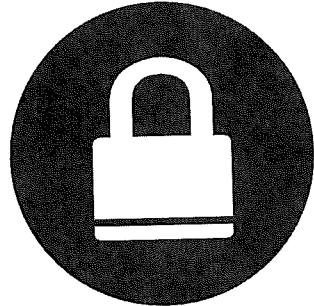
## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

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



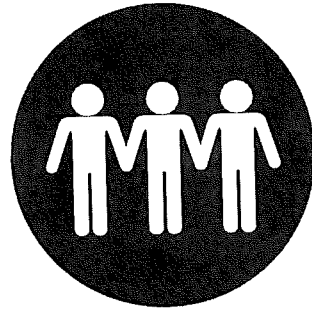
## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



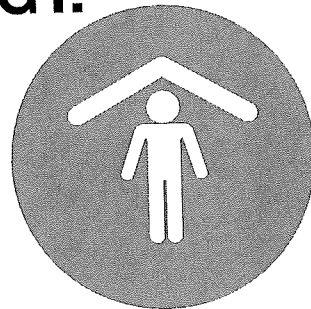
## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



118



**Memo**

**To:** Red Oak Community School District Board of Directors  
**From:** Gayle Allensworth, Principal – Inman and Washington  
**cc:** Thomas Messinger, Superintendent  
**Date:** Friday, July  
**Re:** Changes to Student Handbooks for 2018-1019

Changes to Inman Primary School Handbook for upcoming school year

- **Update:** staffing information
- **Addition:** Harassment/Bullying

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

- **Update:** Start and end of school day
- **Addition:** Emergency Drills and Emergency Response  
*The Standard Response Protocol (SRP) is being implemented at Inman and Washington Elementary Schools. This provides training and resources for staff and students to respond appropriately to emergency situations. These responses include **school lockout, school lockdown, school evacuation and shelter**. We will conduct lockout, lockdown, fire evacuation, tornado shelter and other emergency drills. At the beginning of the year, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits are posted in all rooms. All students are required to participate in these drills for everyone's safety, and are expected to remain quiet and orderly during a drill or an emergency.*
- **Addition: Student Rights and Privacy**  
**ACCESS TO STUDENT RECORDS** Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss their concerns with the principal.  
**STUDENT PRIVACY and FERPA** Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

119

**CHILD CUSTODY** A copy of any court order that limits the rights of one parent regarding visitation or custody should be provided to the school. The District is required to follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and social programs will be provided upon request.

**CHILD ABUSE AND NEGLECT** Schools have a legal and moral right to report all suspected cases of child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Human Services

Changes to Washington Intermediate Handbook for upcoming school year

- **Update: staffing information**
- **Addition: Emergency Response Drills** (same as IPS);
- **Removal: Fire and Tornado Evacuation**
- **Addition: Harassment/Bullying** (same as IPS)
- **Removal: Title I Parent Night Involvement** – this information is sent out to families of Title I students only
- **Addition: Volunteers – General Information**

We welcome and appreciate your interest and involvement in our schools! A volunteer always works under the direction of a teacher or other staff member of the school. The volunteer does not substitute for a staff member but provides supplemental and supportive services as directed by the teacher/staff member. A volunteer should:

- Sign the volunteer form in the office upon arriving at the school.
- Wear a volunteer badge from the office and return it when finished.
- Be dependable and punctual, according to the schedule that you have arranged with the teacher/staff member. Please notify the school should there be a reason for your schedule to be altered.

Make sure you understand your role and responsibilities when working with a teacher/staff member.

- Dress appropriately and comfortably for working with children.
- Use appropriate comments and language while in the school setting.
- Personal opinions regarding staff members and/or children in the classroom should be kept to themselves. Please treat **ALL** information encountered related to the staff, students and their families **CONFIDENTIAL**.
- We would also request that volunteers not bring their preschool age children when volunteering at school.

### **VOLUNTEERS: PARENT-TEACHER ORGANIZATION**

The elementary PTO provides outstanding support to the students and staff at the PK-5 level. There are two fundraisers that are held annually and directly benefit the elementary programs, which, enhance and enrich the opportunities for our elementary students in Red Oak. Your involvement and support of the PTO is appreciated! If you are interested in becoming involved with the PTO, please contact the Inman Primary Office for more information. THANK YOU PTO!!!

**Red Oak Community School District**  
**Emergency Operations**

**Inman Primary (IPS)**  
900 Inman Drive  
623-6635

**Washington Intermediate (WIS)**  
400 W. 2<sup>nd</sup> Street  
623-6630

**Gayle Allensworth, Principal**

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**Fire, Ambulance, Police Emergency 911**

Dispatch Center: Montgomery County Law Enforcement Center  
*(to contact local police, fire, and emergency medical services)*

**Public Utilities:**

Electricity: Company: Mid American Energy  
*24-hr emergency number(s) 800-799-4443*

Gas: Company: Mid American Energy  
*24-hr emergency number(s) 800-595-5325*

Water: Company: Red Oak Water and Sewer Contact  
*24-hr emergency number(s): During day: 712-623-6510; After hours 712-623-6500*

**Emergency Management Agencies:**

Local emergency management director: Brian Hamman, 712-623-3749 Cell: 712-310-4858

Poison Control Center: 800-222-1222 (Montgomery County Hospital 712-623-7000)  
Crime Victim Services: 24 Hr DHS 240-777-4357; Red Oak Police Department: 712-623-6500  
County Social Services (Child Protection): Montgomery County 712- 623-4838 Intake: 844-786-1296

**EMERGENCY PHONE NUMBERS**

122

Critical Definition:

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockout! lockdown!) in order to ensure the safety of students and staff who are outside the building.

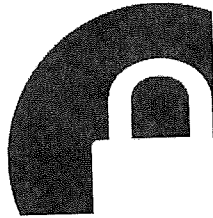
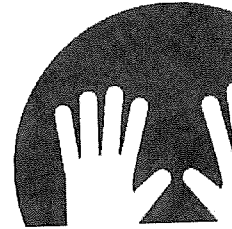
When implementing Reverse Evacuation procedures:

**Building Administration/ Office Staff**

- Make an announcement or sound alarm for reverse evacuation
- Direct staff to physically notify any classes that may be too far away from the building to hear the announcement or alarm
- Monitor the situation
- Provide staff with any updates or additional instructions
- Announce "all clear" signal when the emergency has ceased
- Implement a reporting process to know where all the school's classes are every hour of every day

**Staff**

- Move all students and staff inside as quickly as possible
- Assist those needing additional assistance
- Report to your classroom
- Take attendance
- Report any missing, extra or injured students to building administration
- Wait for further instructions



**REVERSE EVACUATION PROCEDURES (Lockout! Lockdown!)**

Critical Definition:

Severe Weather **Shelter** procedures are implemented during a severe weather emergency. "DROP and TUCK" procedures are used in severe weather emergencies or other imminent danger to building or immediate surroundings.

When implementing Severe Weather Shelter procedures:

123



### **Building Administration / Office Staff**

- Make an announcement or sound alarm for severe weather emergency
- Move students and staff from any portable classrooms into a permanent building
- Announce "all clear" signal when the severe weather has ceased
- Monitor weather stations
- Consider shutting off the gas feeds to buildings

### *Once in safe area*

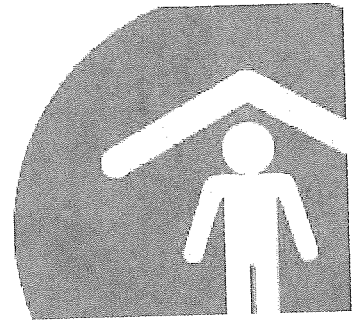
- If appropriate, implement "drop and tuck" procedures
- Take attendance
- Report any missing, extra or injured students to building administration
- Remain in safe area until "all clear" is given by building administration
- Wait for additional instructions

### When implementing "DROP and TUCK" procedures:

- Face an interior wall
- Drop to your knees and roll forward to the balls of your feet
- If physically unable to perform, sit on the floor
- Tuck your head down and place your hands-on top of your head and neck
- Do not lie flat on the ground

### **Staff**

- Take emergency go-kit and class roster
- Take the closest and safest route to shelter in designated safe area
- Use secondary route if primary route is blocked or dangerous
- If outside, return to main building
- If in a portable classroom, go to a permanent building and designated safe area
- Assist those needing additional assistance
- Do not stop for personal belongings



**SEVERE WEATHER SHELTERING PROCEDURES (Shelter!)**

Critical Definition:

Sheltering in place is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route). Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

When sheltering-in-place:

**Building Administration / Office Staff**

- Call Emergency Management 911
- Announce students and staff must go to shelter areas
- Close all exterior doors and windows, if appropriate
- Turn off ventilation system (HVAC), if appropriate
- Monitor the situation
- Provide updates and instructions as available
- Announce "all clear" when the emergency has ceased

**Staff**

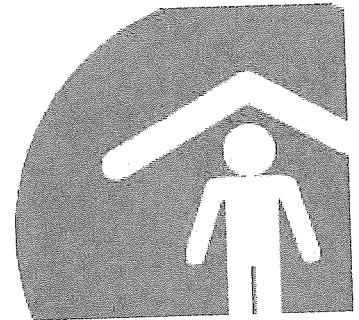
- Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter
- Assist those with special needs
- Take emergency go-kit and class roster
- Take attendance and report any missing or extra students to building administration or incident commander
- Do not allow anyone to leave the classroom or shelter area
- If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection

*If sheltering-in-place because of an external gas or chemical release*

- Close and tape all windows and doors
- Seal the gap between the floor and the bottom of the door

*If sheltering-in-place because all evacuation routes are blocked*

- Seal door
- Open or close windows as appropriate
- Limit movement and talking
- Communicate your situation to administration or emergency officials
- Stay away from all doors and windows
- Wait for instructions



**SHELTER IN PLACE**

Critical Definition:

Student reunification and release procedures should be communicated to parents at the beginning of each school year when reviewing school safety procedures. The procedures should be included in the student handbook distributed at the beginning of the school year.

When implementing Student Reunification/Release procedures:

**Building Administration / Staff**

- Designate a location for reunification of students with authorized adults (e.g. parents, legal guardians or others authorized in student's emergency information)
- Notify district administration and public information officer
- Coordinate messages to parents with public information officer
- Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed
- Activate staff assigned to set up the location for reunification.
- Assign staff to take most current student emergency contact/pick up information to the site along with other reunification supplies
- Request transportation for students and staff including special needs transportation
- Provide for behavioral health services at the reunification site for students and parents
- Ensure documentation of release of students (keep a log)
- Zero tolerance policy on unauthorized adults attempting to pick up children.

**REUNIFICATION / RELEASE PROCEDURES**

126

Critical Definitions:

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

Lockdown with Warning occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

Lockdown with Intruder occurs when there is a threat or intruder inside the building

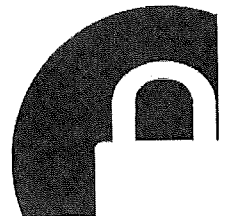
When implementing Lockdown with Warning procedures:

**Building Administration**

- Announce "lockdown with warning"
- Repeat announcement several times
- Be direct. DO NOT USE CODES
- Bring people inside
- Lock exterior doors
- Control all movement
- Disable all bells
- Direct any movement by announcement only
- Announce "all clear" signal when the threat has ceased

**Staff**

- Lock all exterior doors
- Cover exterior windows\*
- Keep students away from windows
- Continue classes. Move on announcement only
- Wait for further instructions
- \* *Check with local law enforcement agencies regarding the covering of windows and doors.*



**LOCKDOWN PROCEDURES**

127

When implementing Lockdown with Intruder procedures:

#### **Building Administration**

- Announce "lockdown with intruder"
- Repeat announcement several times.
- Be direct. DO NOT USE CODES
- Call 911 and notify law enforcement
- Direct all students, staff and visitors to the nearest classroom or secured space
- Classes outside the building SHOULD NOT enter the building
- Move outside classes to primary evacuation site
- DO NOT lock exterior doors
- Announce "all clear" signal when threat has ceased as authorized by law enforcement

#### **Special Considerations**

##### **Lockdown prior to school starting**

- Staff gathers all students in the hallways into their classrooms, or other rooms
- Preschool activities leaders gather students and report attendance
- Admin and custodial staff check the hallways and exterior of the building
- Administration posts an individual at the drop off location alerting parents and kids
- Staff takes attendance of students in their room
- At all clear, students report to their home room or first class to gain attendance

##### **Lockdown during passing periods**

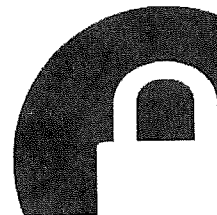
- Staff gathers all students in the hallways into their classrooms, or other rooms
- Admin and custodial staff check the hallways and exterior of the building
- Staff takes attendance of students in their room
- At all clear, students report to home room or next class to gain 100% attendance

##### **Lockdown during afterschool activities**

- Event leaders gather students and take attendance
- Admin or Custodial staff checks the hallways and other rooms

#### **Staff**

- Clear all students, staff and visitors from hallways immediately
- Report to nearest classroom
- Assist those with special accommodations
- Close and lock all windows and doors
- DO NOT LEAVE for any reason
- DO NOT OPEN THE DOOR for any reason
- If a fire alarm has been activated, do not evacuate unless fire or smoke is visible
- Shut off lights
- Stay away from all doors and windows
- Be quiet
- Wait for further instructions



**LOCKDOWN PROCEDURES**

128

Critical Definition:

Evacuation procedures are used when conditions are safer outside the building than inside the building.

Evacuation routes should be specified according to the type of emergency:

- Bomb threats: Building administrators notify staff of evacuation route dictated by known or suspected location of a device
- Fire: Follow primary routes unless blocked by smoke or fire, but know the alternate route and practice the alternate route.
- Hazardous Materials: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly

When implementing Evacuation procedures:

**Building Administration / Office Staff**

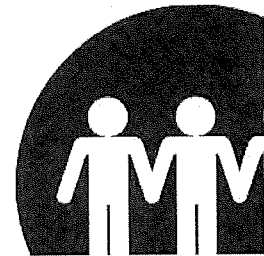
- Determine evacuation routes based on location and type of emergency
- Announce evacuation
- Specify any changes in evacuation routes based on location and type of emergency
- Monitor the situation and provide updates and additional instructions as needed
- Announce "all clear" signal once it is safe to re-enter the building

**Staff**

- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced
- Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Go to assembly area

*When outside the building:*

- Check for injuries
- Account for all students
- Immediately report any missing, extra or injured students to building administration or incident command
- Continue to contain and maintain students
- Wait for additional instructions



When implementing Evacuation and Relocation procedures:

**Building Administration**

- Determine whether students and staff should be evacuated to a relocation center
- Alert school emergency response team of emergency type and evacuation
- Notify relocation center
- If necessary, coordinate transportation or student process to relocation center
- Announce evacuation
- Specify any changes in evacuation routes based on location and type of emergency
- Notify superintendent's office and district public information office of relocation center address
- Implement reunification procedures at the relocation/reunification site
- Document the reunification of all students released
- When planning primary and secondary relocation sites, consider distance, accessibility, hours of operation, transportation and amenities (e.g. bathrooms, drinking water).
- An agreement should be made with owners of non-district buildings that may be used for relocation/reunification sites that details usage and availability.

**Staff**

- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced
- Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Remain with class en route to the relocation center
- Take attendance upon arriving at the center
- Immediately report any missing, extra or injured students to building administration or incident command
- Continue to contain and maintain students
- Wait for additional instructions

**Relocation Centers:**

Primary Relocation Center

Secondary Relocation Center

Address:

Address:

Phone:

Phone:

130



Measuring What Matters

121 NW Everett St  
Portland, OR 97209

--THIS IS NOT A BILL--

Red Oak Comm School District  
2011 north 8th st  
Red Oak, IA 51566

### NWEA – Order Confirmation/Intention to Renew

Please review the following products and associated student test volumes. **If you wish to change license quantities or add or remove any products, please go to [nweaportal.org](http://nweaportal.org) and create a login on our Partner Portal using Partner ID 4685, then click the renewal button and follow the prompts.** If you have already renewed or plan to renew your license by other means, you may disregard this notice. If you wish to renew the services exactly as listed, please do **one** of the following:

- Complete and sign the bottom of this form and e-mail to [renewal.assistance@nwea.org](mailto:renewal.assistance@nwea.org) (preferred) or fax to 503-639-7873.
- Issue a purchase order or check and mail it to the address noted above with a copy of this letter.

Upon receipt of either this form or a purchase order, we will issue a formal invoice by mail.

License Term: 8/1/2018-7/31/2019

Primary Contact: Bob Deter

<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
MAP Growth Math/Reading/Lang License	500	\$6,750.00
MAP for Science License	250	\$ 625.00
<b><u>TOTAL</u></b>		<b><u>\$7,375.00</u></b>

**Please do not make handwritten changes to license quantities.** You may change quantities to whatever you wish by using our Partner Portal as described above or by calling 503-624-1951 and asking for your Account Manager.

Thank you for your continued partnership. Please do not hesitate to contact us if we may be of assistance in any way.

I agree to the above payment as noted for our services for this renewal term.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Email: [renewal.assistance@nwea.org](mailto:renewal.assistance@nwea.org) (preferred) FAX: 503-639-7873

--THIS IS NOT A BILL--

131



# **Red Oak Community School District**

## **Red Oak High School**

2011 N. 8<sup>th</sup> Street  
623-6610

## **Red Oak Middle School**

308 E. Corning Street  
623-6620

## **Nate Perrien, Principal**

**Mark Erickson, High School Administrative Manager**

**Tiegen Podliska, Middle School Administrative Manager**

**Fire, Ambulance, Police Emergency 911**

Dispatch Center: Montgomery County Law Enforcement Center  
*(to contact local police, fire, and emergency medical services)*

**Public Utilities:**

Electricity: Company: Mid American Energy  
*24-hr emergency number(s) 800-799-4443*

Gas: Company: Mid American Energy  
*24-hr emergency number(s) 800-595-5325*

Water: Company: Red Oak Water and Sewer Contact  
*24-hr emergency number(s): During day: 712-623-6510; After hours 712-623-6500*

**Emergency Management Agencies:**

Local emergency management director: Brian Hamman, 712-623-3749 Cell: 712-310-4858

Poison Control Center: 800-222-1222 (Montgomery County Hospital 712-623-7000)  
Crime Victim Services: 24 Hr DHS 240-777-4357; Red Oak Police Department: 712-623-6500  
County Social Services (Child Protection): Montgomery County 712- 623-4838 Intake: 844-786-1296  
Post-Crisis Intervention/Mental Health Services: \_\_\_\_\_

**EMERGENCY PHONE NUMBERS**

133

Critical Definition:

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

When implementing Reverse Evacuation procedures:

**Building Administration**

- Make an announcement or sound alarm for reverse evacuation
- Direct staff to physically notify any classes that may be too far away from the building to hear the announcement or alarm
- Monitor the situation
- Provide staff with any updates or additional instructions
- Announce "all clear" signal when the emergency has ceased
- Implement a reporting process to know where all the schools classes are every hour of every day

**Staff**

- Move all students and staff inside as quickly as possible
- Assist those needing additional assistance
- Report to your classroom
- Take attendance
- Report any missing, extra or injured students to building administration
- Wait for further instructions

**REVERSE EVACUATION PROCEDURES**

134

Critical Definition:

Severe Weather Shelter procedures are implemented during a severe weather emergency.

“DROP and TUCK” procedures are used in severe weather emergencies or other imminent danger to building or immediate surroundings.

When implementing Severe Weather Shelter procedures:

**Building Administration**

- Make an announcement or sound alarm for severe weather emergency
- Move students and staff from any portable classrooms into a permanent building
- Announce “all clear” signal when the severe weather has ceased
- Monitor NOAA weather stations
- Consider shutting off the gas feeds to buildings

**Staff**

- Take emergency go-kit and class roster
- Take the closest and safest route to shelter in designated safe area
- Use secondary route if primary route is blocked or dangerous
- If outside, return to main building
- If in a portable classroom, go to a permanent building and designated safe area
- Assist those needing additional assistance
- Do not stop for personal belongings

*Once in safe area*

- If appropriate, implement “drop and tuck” procedures
- Take attendance
- Report any missing, extra or injured students to building administration
- Remain in safe area until “all clear” is given by building administration
- Wait for additional instructions

When implementing “DROP and TUCK” procedures:

- Face an interior wall
- Drop to your knees and roll forward to the balls of your feet
- If physically unable to perform, sit on the floor
- Tuck your head down and place your hands on top of your head and neck
- Do not lie flat on the ground

**SEVERE WEATHER SHELTERING PROCEDURES**

135

Critical Definition:

Sheltering in place is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route). Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

When sheltering-in-place:

**Building Administration**

- Announce students and staff must go to shelter areas
- Close all exterior doors and windows, if appropriate
- Turn off ventilation system (HVAC), if appropriate
- Monitor the situation
- Provide updates and instructions as available
- Announce "all clear" when the emergency has ceased

**Staff**

- Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter
- Assist those with special needs
- Take emergency go-kit and class roster
- Take attendance and report any missing or extra students to building administration or incident commander
- Do not allow anyone to leave the classroom or shelter area
- If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection

*If sheltering-in-place because of an external gas or chemical release*

- Close and tape all windows and doors
- Seal the gap between the floor and the bottom of the door

*If sheltering-in-place because all evacuation routes are blocked*

- Seal door
- Open or close windows as appropriate
- Limit movement and talking
- Communicate your situation to administration or emergency officials
- Stay away from all doors and windows
- Wait for instructions

**SHELTER IN PLACE**

136

Critical Definition:

Student reunification and release procedures should be communicated to parents at the beginning of each school year when reviewing school safety procedures. The procedures should be included in the student handbook distributed at the beginning of the school year.

When implementing Student Reunification/Release procedures:

**Building Administration / Staff**

- Designate a location for reunification of students with authorized adults (e.g. parents, legal guardians or others authorized in student's emergency information)
- Notify district administration and public information officer
- Coordinate messages to parents with public information officer
- Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed
- Activate staff assigned to set up the location for reunification.
- Assign staff to take most current student emergency contact/pick up information to the site along with other reunification supplies
- Request transportation for students and staff including special needs transportation
- Provide for behavioral health services at the reunification site for students and parents
- Ensure documentation of release of students (keep a log)
- Zero tolerance policy on unauthorized adults attempting to pick up children.

Critical Definitions:

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

Lockdown with Warning occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

Lockdown with Intruder occurs when there is a threat or intruder inside the building

When implementing Lockdown with Warning procedures:

**Building Administration**

- Announce "lockdown with warning"
- Repeat announcement several times
- Be direct. DO NOT USE CODES
- Bring people inside
- Lock exterior doors
- Control all movement
- Disable all bells
- Direct any movement by announcement only
- Announce "all clear" signal when the threat has ceased

**Staff**

- Lock all exterior doors
  - Cover exterior windows\*
  - Keep students away from windows
  - Continue classes. Move on announcement only
  - Wait for further instructions
- \* Check with local law enforcement agencies regarding the covering of windows and doors.*

When implementing Lockdown with Intruder procedures:

**Building Administration**

- Announce "lockdown with intruder"
- Repeat announcement several times.
- Be direct. DO NOT USE CODES
- Call 911 and notify law enforcement
- Direct all students, staff and visitors to the nearest classroom or secured space
- Classes outside the building SHOULD NOT enter the building
- Move outside classes to primary evacuation site
- DO NOT lock exterior doors
- Announce "all clear" signal when threat has ceased as authorized by law enforcement

**Staff**

- Clear all students, staff and visitors from hallways immediately
- Report to nearest classroom
- Assist those with special accommodations
- Close and lock all windows and doors
- DO NOT LEAVE for any reason
- DO NOT OPEN THE DOOR for any reason
- If a fire alarm has been activated, do not evacuate unless fire or smoke is visible
- Shut off lights
- Stay away from all doors and windows
- Be quiet
- Wait for further instructions

**Special Considerations**

**Lockdown prior to school starting**

- Staff gathers all students in the hallways into their classrooms, or other rooms
- Preschool activities leaders gather students and report attendance
- Admin and custodial staff check the hallways and exterior of the building
- Administration posts an individual at the drop off location alerting parents and kids
- Staff takes attendance of students in their room
- At all clear, students report to their home room or first class to gain attendance

**Lockdown during passing periods**

- Staff gathers all students in the hallways into their classrooms, or other rooms
- Admin and custodial staff check the hallways and exterior of the building
- Staff takes attendance of students in their room
- At all clear, students report to home room or next class to gain 100% attendance

**Lockdown during afterschool activities**

- Event leaders gather students and take attendance
- Admin or Custodial staff checks the hallways and other rooms



Critical Definition:

Evacuation procedures are used when conditions are safer outside the building than inside the building.

Evacuation routes should be specified according to the type of emergency:

- Bomb threats: Building administrators notify staff of evacuation route dictated by known or suspected location of a device
- Fire: Follow primary routes unless blocked by smoke or fire, but know the alternate route and practice the alternate route.
- Hazardous Materials: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly

When implementing Evacuation procedures:

**Building Administration**

- Determine evacuation routes based on location and type of emergency
- Announce evacuation
- Specify any changes in evacuation routes based on location and type of emergency
- Monitor the situation and provide updates and additional instructions as needed
- Announce "all clear" signal once it is safe to re-enter the building

**Staff**

- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced
- Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Go to assembly area

*When outside the building:*

- Check for injuries
- Account for all students
- Immediately report any missing, extra or injured students to building administration or incident command
- Continue to contain and maintain students
- Wait for additional instructions



When implementing Evacuation and Relocation procedures:

**Building Administration**

- Determine whether students and staff should be evacuated to a relocation center
- Alert school emergency response team of emergency type and evacuation
- Notify relocation center
- If necessary, coordinate transportation or student process to relocation center
- Announce evacuation
- Specify any changes in evacuation routes based on location and type of emergency
- Notify superintendent's office and district public information office of relocation center address
- Implement reunification procedures at the relocation/reunification site
- Document the reunification of all students released
- When planning primary and secondary relocation sites, consider distance, accessibility, hours of operation, transportation and amenities (e.g. bathrooms, drinking water).
- An agreement should be made with owners of non-district buildings that may be used for relocation/reunification sites that details usage and availability.

**Staff**

- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced
- Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Remain with class en route to the relocation center
- Take attendance upon arriving at the center
- Immediately report any missing, extra or injured students to building administration or incident command
- Continue to contain and maintain students
- Wait for additional instructions

**Relocation Centers:**

To be determined by school administration and emergency responders and communicated when safe and appropriate.

**EVACUATION / RELOCATION PROCEDURES**

142