

# **WASHINGTON INTERMEDIATE SCHOOL**

Serving  
Fourth and Fifth Grade Students  
In  
Red Oak, Iowa



## **PARENT/STUDENT HANDBOOK 2011-2012**

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Superintendent

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Principal

WASHINGTON INTERMEDIATE SCHOOL

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Braymen, Jessica .....5th Grade  
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Euken, Teresa ..... Art  
Guerra, Linda ..... ELL Translator/Para-Professional  
Haufle, Mark .....4th Grade  
Kaiser, Becki ..... ELO  
Kunze, Sonia .....4th Grade  
Linn, Michelle .....5<sup>th</sup> Grade  
Mann, Lisa .....5th Grade Music  
Maurer, Geoff ..... Title I  
Montgomery, Angela .....4th Grade  
Robinson, Katherine ..... Nutrition Secretary  
Weber, Melissa ..... Special Education  
Schellhammer, Stacey ..... Counselor  
Schmid, Katherine .....5<sup>th</sup> Grade  
Snyder, Lauren ..... ELL  
Stevens, John ..... Custodian  
Subbert, Karen ..... Physical Education  
Timmerman, Sue .....5th Grade  
Wemhoff, Linnea .....4th Grade Music

## Welcome To Washington Intermediate!!

Dear Parents and Students:

It is with an extreme pleasure to welcome you and your child to Washington School. The purpose of this handbook is to provide you with an overview of the school policies and rules that have been established to provide an environment that promotes the well being of each student along with supporting the individual student educational goals of our school.

Washington School offers many opportunities to its students to develop their interests and abilities. We stress that the most important people in our student's lives are their parents/guardians, relatives, and teachers. We encourage our students to not only listen to them, but also show them the respect they deserve.

Washington Intermediate School provides a student assignment planner to each student at Washington. This planner, when used appropriately, will improve the study habits of each student. Students that learn to use a daily planner to assist in time management and organizational skills will have many successes in the years to come not only in school, but also in their adult careers. I encourage parents to check the planner each evening for homework assignments and notes from teachers.

Again, it is our pleasure to have you and your child as part of the Washington School family this year. We look forward to meeting each of you this school year. Remember, our doors are always open to parents and grandparents to *come see the good things happening at Washington School.*

Sincerely,

The Teachers and Staff



## **Mission Statement**

The mission of Washington Intermediate School is to work as a team of families, students, community, and staff in developing the emotional, social, and academic potential of each child; “Excellence for all, whatever it takes.”

## **Belief Statements**

- Children are our most valuable asset.
- The family is the primary influence in each child’s life.
- Our school needs to be a safe, comfortable environment in which to learn, achieve, and succeed.
- Learners are worth our best effort.
- Learning is a key to success throughout life.
- High expectations result in high achievement.
- Students, family, school, and community share responsibility in the student’s education.

## **ATTENDANCE POLICY**

The Washington Intermediate School 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 the Washington Intermediate School staff 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.

### **Students arriving late or leaving early are required to sign-in or sign-out at the office.**

Every effort should be made to make sure students are at the school on time every day. Students are allowed to enter the building at 8:00 a.m. with instructional time beginning at 8:15a.m. Students will be counted tardy if they are not in their classroom at 8:15a.m. A student’s unexcused tardiness may be subject to after school detention. Students riding school buses will not be counted tardy if their bus is late.

Washington Intermediate School awards perfect attendance certificates to students at the end of the school year. Perfect attendance certificates are awarded to those students that have been in attendance all day (8:15a.m. to 3:15 p.m.) for each of the 180 days in the school year. Parents are encouraged to schedule routine appointments for their students outside of normal school hours/days.

Parents that anticipate their students will be absent for an extended period are to call the school and/or send a note to the office as far in advance as possible. The classroom teacher will provide homework assignments and establish a date for completing these assignments. If your child must miss school due to an illness or injury, please call the office at 623-6630 to report the absence. If no call is received, school personnel will attempt to make contact with the parent. The student is responsible for meeting with their teacher and obtaining homework assignments and a date for when missed work is to be completed and given to the teacher. If the student does not complete the work by the due date, the teacher will give the student a zero for each assignment not completed on time. The student may be subject to after school detention.

### **Parents will be notified of excessive absences (excused and unexcused) in writing as follows:\***

- A letter to the parent will be sent after a child misses **5 days in a quarter**.
- A letter to the parent will be sent requesting a conference after a child misses **8 days in a quarter**. If a student is absent three days in a row, a doctor’s note is required upon return.

- A letter to the parent and a copy to the Montgomery County Attorney will be sent after a child misses **8 days in a quarter**. The principal and district may pursue truancy action.

## 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.

## BEHAVIOR – TIGER BEHAVIOR PLAN

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Expectations of Washington Intermediate Students

To be able to learn in a classroom free of disruptions.

To be able to learn in a classroom free of putdowns and harassment.

To be able to learn individually and within groups in a positive environment.

To expect that all students will follow the rules of the classroom, school & community.

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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 clear, consistent expectations, our staff believes every student at Washington Intermediate has the right to a classroom free of distractions, inappropriate behavior and disrespect. We also believe...

- All students are entitled to a safe and harassment free learning environment.
- 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 Washington Intermediate will follow the disciplinary steps listed below when dealing with inappropriate behavior.

**1. Warning** – A single verbal warning will be given. The adult will identify the inappropriate behavior and explain the desired behavior to the student(s). If there is an opportunity to correct the behavior or practice the appropriate behavior, this will be done at this time.

**2. Go to Safe Seat** – If the behavior continues, the student will be asked to move to the safe seat located within the classroom or gym. At recess, students will be asked to stand or sit along the wall. Students will complete a Think Sheet during this time to allow themselves to identify what they did wrong and how they would change the behavior next time. The student is responsible for any class work and should continue to be a part of the classroom discussion/work. The teacher will process (practice the appropriate behavior) with the student when time allows. The Think Sheet will be signed by the student and taken home for a parent signature. The Think Sheet should be returned to the teacher the following day. Additional consequences may include: Loss of class activities or recess.

**3. Go to Buddy Room** – If the behavior continues at the Safe Seat or the student displays additional inappropriate behavior, the student will be asked to take his/her Think Sheet and classroom work to an already identified Buddy Room (another classroom located in the building). The student will report to the Buddy Room, enter quietly and sit at the Safe Seat within the Buddy Room. The Think Sheet process stated above will be completed by the student. Students will need to process (practice) with the Buddy Room teacher when the teacher has time and then return to his/her classroom. The student will need to process with the classroom teacher. The Think Sheet will be signed by the student and taken home for a parent signature. Additional consequences could include: Making up lost instructional/classroom time with the teacher; loss of class activities and/or recess. More than one Buddy Room visit may result in attending a weekly Behavior Workshop after school.

**4. Go to Office** – If the behavior continues in the Buddy Room or the student displays additional inappropriate behavior, the student will be asked to take his/her Think Sheet and classroom work to the office to meet with the principal, counselor or office staff. The adult in the office will assist the student in completing the Think Sheet and the parent(s) will be called. The student will be assigned to a weekly Behavior Workshop (45-60 minutes after school). After processing the Think Sheet with the adult in the office, the student will return to the Buddy Room teacher and then the classroom teacher to process the behavior. Additional consequences may include: after school detention or ISS (in-school suspension); make up class work and time; loss of activities or privileges (field trip, reading party, eating lunch in the gym, etc.).- -

Students are expected to govern their actions, taking into account the rights and welfare of others. It is the policy of Washington Intermediate School to require and expect responsible behavior from all students in their dealings with staff members, other students, and visitors. Therefore students are expected to: (a) respect the rights and property of others, (b) listen and follow staff directions without argument, (c) be courteous to others, (d) abide by all rules of the school, the school district, as well as the city of Red Oak ordinances, the Iowa Code including possession, use, or distribution of tobacco products, controlled substances, “look alike” drugs or equipment, and alcoholic beverages, and (e) participate responsibly in educational and extra-curricular activities. This policy and the rules related to it apply to students while on school premises, while attending school or participating in school sponsored events, and while on school buses.

## **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**

We welcome a little celebration for a child's birthday. We do ask parents to use good judgment in what they send. If your child brings a birthday treat, there must be enough for every child in the classroom. 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, unless one is given to every boy or girl in the 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.

## **BULLYING**

### Rules Against Bullying

Created by the students of Washington Intermediate in order to ensure all students feel safe and secure at school.

1. We will not bully others.
2. We will treat other people the way we want to be treated, including people who are easily left out.
3. We will tell a teacher/adult right away when bullying occurs.
4. We will help students who are bullied.

### Stand up to Bullying.....Some Possible Responses

- **Don't react.** Walk away, don't cry, ignore the bully.
- **Smile or laugh.** If you do the opposite of what the bully expects, the bully doesn't have any fun.
- **Communicate.** Tell the teaser calmly how you feel. When you are calm, bullying loses its power.
- **Inform an adult.** If you need help, ask for it. That's not tattling; that's standing up for your self.
- **Create a plan to change the imbalance of power and act peacefully.**

## **CARE OF SCHOOL**

Students who purchase candy or pop off-campus are to consume such items before they enter school grounds. Chewing gum is not allowed 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. You are encouraged to keep it as neat and clean as your own home. Students that purposely make a mess are expected to clean it up.

## **CELL PHONE POLICY**

It is the policy of Washington Intermediate School to not allow students to possess or use cell phones while on the Washington campus or school sponsored activities and field trips. Students are allowed to make telephone calls to parents from the school office in the event of an emergency or similar situation. Students possessing a cell phone at school will be expected to put it in the office for safe keeping during the school day. They may pick it up at the end of the day.

## **CHILD CUSTODY**

In most cases, when parents are divorced, one parent is designated by the court as the custodial parent. Student records will be shared with the non-custodial parent, if the non-custodial parent makes a request for information and provides the school with an address for sending the records. If, in the case of divorced or separated parents, there is a court order that limits any of the rights of one parent, a copy of the court order must be filed in the office.

## **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 Team**

Barbara Sims, Principal  
Stephanie Ehmke, Secretary  
John Stevens, Maintenance Department  
Jan Burnison, Media Center Para  
Geoff Maurer, Title I Teacher

### **Emergency Procedures for a Building Intruder**

1. Building administrator or person in charge calls 911.
2. Identify the situation and location of the intruder. Stay connected as requested.
3. Announce: CODE RED: “There is an emergency in the building. All staff and students need to follow the security plan”.
4. Students and visitors should return to the nearest classrooms.
5. Staff member with students outside must escort students to the Red Oak Greenhouse. (Ph. 623-5191)
6. Lock down outside doors.
5. Disarm bell system (Washington School at this time only has a bell to start and end school.)
6. **Access critical incident kit.** The kit should include: Cell phone with charger, Building keys, Flashlight with fresh batteries or large glow stick, class photographs of current student body, Building maps, Entire Emergency Plan, Student Directory (student name, parents/guardian, emergency telephone), Staff Directory, Current master schedule, Pads of paper, pencils, and pens, Identification badges, Staff telephone tree.
8. Activate emergency team.
9. Assign personnel to the reunification center which will be the Red Oak Greenhouse. (Ph. 623-5191)
10. If needed, the evacuation of the building will follow the fire drill procedure.

### **Emergency Procedures for Teachers for a Building Intruder Crisis**

1. Listen for the designated code phrase “CODE RED: There is an emergency in the building. All staff and students need to follow the security plan”
2. Any student, faculty or staff member in any corridor, hallway, or restroom should proceed to the nearest classroom.
3. Direct students to safest area in room -- away from doors and windows. Assume severe weather positions by getting down on floor beneath a desk or table and remain quiet.
4. Lock classroom door and/or barricade it unless evacuating orders are issued. If unable to lock the door from inside, consider external locking of door if safe to do so.
5. Turn off lights. Close blinds if expedient or safe.
6. Account for all students.

7. Place red sign in exterior and interior windows only if emergency assistance is required, i.e. injury, intruder in area, if safe.
8. If law enforcement makes visual contact, if safe, pull on ear lobe as a visual clue if an intruder is in your room.
9. Keep students calm.
10. Communicate using e-mail and check for messages, if safe. Send e-mails to principal or person in charge.
11. When evacuation orders are issued, accompany students to the evacuation area and reunification center. Take grade book or student roster. All students must go to the reunification center and use school transportation. Follow fire drill route or alternative as directed.
12. Take roll at reunification center, direct students to sign in, and report absences to Mrs. Ehmke or other designee.
13. Wait for "all clear" signal from administrator upon recommendation from law enforcement officials and follow directives.
14. Refer media to the School Superintendent or Designated Person in Charge.

### **Communication with an Intruder**

1. An Intruder is any unauthorized person who enters school property.
2. Notify Administrator or Person in Charge.
3. Ask another staff person to accompany you before approaching intruder.
4. Politely greet intruder and identify yourself.
5. Ask intruder the purpose of his/her visit.
6. Inform intruder that all visitors must register at the main office.
7. If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

1. Warn intruder of consequences for staying on school property. Inform him/her that you will call police.
2. Notify security or police and Administrator if intruder still refuses to leave. Give police full description of intruder.
3. Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.).
4. Administrator or Person in Charge may issue lock-down procedures (see Lock-Down Procedures section).

### **Evacuation Plans**

#### **Evacuation (Fire):**

All students and staff will go to the grass area across Washington Street to the South of the school grounds. If students will be outside for an extended time, and the weather is not conducive to have children out, the Red Oak Greenhouse has graciously offered an area children could wait or be picked up by parents. Students would walk to that location. Before following the below directions, teachers need to check for smoke or heat coming from the hallway. If unsafe to enter hallway, teachers who have outside emergency doors would use them instead of the hallway.

Gym Area, 4-1, 4-2, 4-3	Exit the North West doors using the North hallway. Proceed South to Washington, then East to the grass area on the South side of the street.
5-1, 5-2, 5-3, office	Exit the South West doors using the South hallway and proceed to Washington, then East to the grass area on the South side of the Street.
5-4, 4-6(5-5), MC, SPED, Music	Exit the South East doors using the South hallway. Turn South and follow the sidewalk to the grass area on the south side of Washington Street.
4-4, 4-5, Title I, SPED, Art	Exit the North East doors using the North hallway. Turn South outside and follow the sidewalk South to the grass area on the South side of Washington Street.

**Tornado Drill:**

4-1, 4-2, 4-3	Title I Room
4-4, 4-5, N. SPED Room	North SPED Room
4-6 (5-5)	South SPED Room
5-4, 5-3, 5-2, 5-1	Media Center

If students are in Specials, teachers will escort the class that they have to the designated area. All areas have emergency lighting, and the administrator will have the emergency procedures bag with extra lights and all information.

**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 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.

**HOURS**

The first bell rings at 8:15a.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. Students will be expected to go to their lockers and enter their classrooms between 8:00 and 8:15. The school does not supervise the playground prior to the school day beginning at 8:15 and does not accept responsibility for accidents which may occur at this time. Breakfast will be served at 7:45 am and will not be served after 8:05 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.

## **MEDICATIONS**

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 must also include a signed note giving permission for staff to administer the medication along with specific directions.

## **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. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.

## **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.

## **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.

## **TRANSPORTATION and BUS RIDING**

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

- The driver is in charge of the pupils and the bus. Students must obey the driver cheerfully and promptly.
- Students must be on time at their pickup 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.

## **TITLE I**

A Title One class is available at Washington Intermediate School. This is a federally funded program designed to supplement regular instruction. Title One Classes are conducted both in the general classroom and/or as a small separate classroom with a certified teacher. The reading groups are kept small. Each student’s needs are diagnosed and teaching is planned in accordance with these needs. These certified teachers will also aid with instruction in the regular classroom.

## **TITLE I PARENT INVOLVEMENT POLICY**

It is the policy of the Red Oak Community School District that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district’s review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children, educating school personnel about involving parents and the value of parent contributions, and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to parents of participating Title I children and all parents in targeted assisted buildings through the Parent Handbook, which is distributed to every family at the time of registration.
2. Two annual meetings are held, for all parents of participating children, both public and private. Additional meetings with flexible times shall be held throughout the year and be determined by parent suggestions. All K-5 elementary buildings will hold two annual meetings, one in the fall and one in the spring. Notification will be sent in the building newsletter.
3. Parents are given assistance in understanding the Title I requirements, standards and assessments through the annual meetings and/or parent-teacher conferences.
4. Parents receive and explanation of the school’s performance profile, the forms of academic assessment used to measure student progress and the expected proficiency levels in the annual progress report submitted to the local newspaper for publication, through individual reports given to parents at conference time, and through progress reports.
5. Parents who have students in targeted assisted buildings are informed of and involved with their child’s participation in the Title I program. They also are informed about the curriculum, instructional objectives and methods used in the program. This information is delivered through newsletters, conferences and the annual meetings.
6. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.

7. Parents will be involved with the planning, review and improvement of the targeted assisted programs. The vehicle used will be the School Improvement Advisory Committee (SIAC) or the Parent Advisory Committee (PAC). If the Title I program is not satisfactory to the parents of participating children, they may submit comments to the building principal, SIAC or PAC.
8. A jointly developed school/parent compact outlines how parents, the entire school staff and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is included in the parent handbook and is reviewed at the annual meeting.
9. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request.
10. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district. Transitional information for students moving from third grade to fourth grade and fifth grade to sixth grade will be provided to teachers, prior to the end of the current school year. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies. The annual spring meeting will serve as the site for the discussions of program adjustments.

Providing all Red Oak Community School District children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators and community) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.



**Red Oak  
Community School District**

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

**District Wide  
Parent/Student Handbook  
2011 - 2012**

### Vision Statement:

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

## **The Belief of the Red Oak Community School District**

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

## **The Educational Philosophy of the Red Oak Community School District**

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

### Culture of the Red Oak Community School District

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

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

### Statement on Human Dignity and Diversity

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

### Non Discrimination Policy

It is the policy of the Red Oak Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. 794), and the Americans with Disabilities Act (42 U.S.C. 12101, et seq.). Inquiries or grievances regarding compliance may be directed to the Educational Equity Coordinator, Terry Schmidt, Superintendent of Schools, Red Oak Community School District, 904 Broad Street, Red Oak, Iowa, 51566.

Learning Centers in the Red Oak Community School District

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

## **Jurisdictional and Behavioral Expectations Statement**

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

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

School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurs while school is in session or while school is not in session.

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

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

## **Definitions**

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

## **School Fees**

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

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

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

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

For the 2011-12 school year, meal prices are:

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

### Emergency Forms

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

## **STUDENT ATTENDANCE**

### **Inclement Weather**

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over KCSI/KOAK, KSOM, and KMA radio stations, along with KETV Channel 7 television station. The missed day may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. In 2011-12 there are 2 built-in snow make-up days. If not needed, they will become school holidays.

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

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

# 2011-2012 School Calendar

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

**Summary of Calendar**

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

**CALENDAR LEGEND**

Start	
Quarter	
End	
Holidays	
Vacation Days	

**HOLIDAYS:**

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

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

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

**2 HOUR EARLY DISMISSALS:**

September 19, 22, 30  
 November 23  
 February 13, 16  
 April 5  
 Last Day of School

August					Student Days
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	3
22	23	24	25	26	8
29	30	31			11
September					
			1	2	13
5	6	7	8	9	17
12	13	14	15	16	22
19	20	21	22	23	27
26	27	28	29	30	32
October					
3	4	5	6	7	37
10	11	12	13	14	42
17	18	19	20	21	47
24	25	26	27	28	52
31					53
November					
	1	2	3	4	57
7	8	9	10	11	62
14	15	16	17	18	67
21	22	23	24	25	70
28	29	30			73
December					
			1	2	75
5	6	7	8	9	80
12	13	14	15	16	85
19	20	21	22	23	
26	27	28	29	30	
January					
2	3	4	5	6	89
9	10	11	12	13	94
16	17	18	19	20	98
23	24	25	26	27	103
30	31				105
February					
		1	2	3	108
6	7	8	9	10	113
13	14	15	16	17	118
20	21	22	23	24	122
27	28	29			125
March					
			1	2	127
5	6	7	8	9	132
12	13	14	15	16	137
19	20	21	22	23	
26	27	28	29	30	142
April					
2	3	4	5	6	146
9	10	11	12	13	150
16	17	18	19	20	155
23	24	25	26	27	160
30					161
May					
	1	2	3	4	165
7	8	9	10	11	170
14	15	16	17	18	175
21	22	23	24	25	180
28	29	30	31		

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**180 Day Calendar**

**Date**                      **Events**

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

Sept 5                    Labor Day (No School)

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

Oct 14                    End 1<sup>st</sup> Qtr. (42 days)  
 Oct 17                    Begin 2<sup>nd</sup> Qtr.

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

Nov 24-25              Thanksgiving Holiday (No School)

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

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

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

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

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

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

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **HAWK-I Insurance for Children**

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

### **Student Insurance**

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

### **Immunizations**

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

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

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

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

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

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

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

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

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

## **Physical Examinations**

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

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

## **Administration of Medication**

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

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

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

### Prescription Medication

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

### Non-Prescription Medication

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

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

## **Student Illness or Injury at School**

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

Students **MUST NOT LEAVE THE BUILDING** because of illness without administrative authorization.

The following guidelines are reviewed to better acquaint you with our nursing services.

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

Feel free to contact the school nurse when your child has a health problem or whenever the nurse can be of service.

## **Communicable and Infectious Diseases**

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

## **Health Screening**

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

## **Teacher Qualifications**

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

Parents/Guardians may request this information from the office of the superintendent by calling 712-623-6600 or by sending a letter of request to Mr. Terry L. Schmidt, Superintendent, Red Oak Community School District, 904 Broad Street, Red Oak, IA 51566.



### Abuse of Students by School District Employees

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

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

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

### Harassment

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

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

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

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

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

### **Emergency Drills**

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

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

## STUDENT RECORDS

### **Educational Records**

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

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

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

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

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

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

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 31, 2009 to the principal. The objection needs to be renewed annually. Directory information includes:

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

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

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### Section 504 Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the Red Oak Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: John Brabec, Counselor,

Red Oak High School, 2011 N. 8<sup>th</sup> St., Red Oak, IA 51566, (712) 623-6610, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3 (2003).

### **Internet—Appropriate Use Policy**

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

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

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

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

### **Internet—Appropriate Use Regulation**

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

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

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

that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of our schools.

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

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

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

- 1) read and download or delete email on a regular basis;
- 2) delete unwanted messages immediately;
- 3) use of vulgar and/or abusive language is prohibited;
- 4) always sign your name to message;
- 5) always acknowledge that you have received a document or file that someone has sent you; and,
- 6) mailing lists of any type may not be subscribed to unless permission is received in advance from the building administrator.

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

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

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

Student Violations, Consequences, and Notifications:

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

First Violation:

For the first violation during the school's fiscal year (July 1-June 30), a verbal and written "First Violation" notice will be issued to the student by the principal's office using the prescribed form and the student's Internet privileges will be suspended for a period of nine weeks. A copy of the notice

will be sent by mail to the student's parent/guardian by the building principal's office and a copy kept on file in the principal's office.

Second Violation:

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

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

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

**INTERNET APPROPRIATE USE VIOLATION NOTICE**

Student \_\_\_\_\_

Administrator \_\_\_\_\_

Date \_\_\_\_\_

**Student Violations, Consequences, and Notifications:**

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

First Violation:

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

Second Violation:

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

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### STUDENT INTERNET ACCESS DENIAL FORM

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

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

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### STUDENT INTERNET ACCESS PERMISSION FORM

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

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

**in the student handbook. I also agree to be responsible for any unauthorized costs incurred by my child while using the Internet.**

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Student Appearance**

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

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

## **Care of School Property**

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

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

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

### Weapons/Firearms/Dangerous Objects

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



## Initiations, Hazing, Bullying or Harassment

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

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

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

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

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

Sexual harassment includes, but is not limited to:

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

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

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

## ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

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

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

### COMPLAINT PROCEDURE

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

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

### INVESTIGATION PROCEDURE

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

### RESOLUTION OF THE COMPLAINT

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

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

#### **POINTS TO REMEMBER IN THE INVESTIGATION**

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

#### **CONFLICTS**

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

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Standardized Tests**

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

### **Human Growth and Development**

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

## **MISCELLANEOUS**

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school

district needs to know when these changes occur to ensure that the school district has a current student record.

## **Buses and Other School District Vehicles**

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

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

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

### **Red Oak School Bus Rules**

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

### **RED OAK SCHOOL BUS DISCIPLINE PROCEDURES**

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

#### First Violation:

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

#### Second Violation:

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

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

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

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

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

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