

**OA-BCIG**  
**Middle School**  
**HANDBOOK**

For students and parents

**2017-2018**

**Central Office Administration**

Terry Kenealy -- tkenealy@oabcig.org – Superintendent of OA-BCIG Schools  
Mistaya Hoefling -- mhoefling@oabcig.org – Curriculum Director – OA-BCIG Schools  
Kathy Leonard –kleonard@oabcig.org -- Board Secretary/Business Manager

**Building Administration**

Doug Mogensen-- dmogensen@oabcig.org – OA Elementary  
Doug Mogensen-- dmogensen@oabcig.org – OA-BCIG Middle School  
Alan Henderson -- ahenderson@oabcig.org – BCIG Elementary  
Patrick Miller -- pmiller@oabcig.org – OA-BCIG High School

**District Nurse**

Tiffany Lindberg

**District Maintenance**

Roger Walter

**District Transportation**

Kim Bleckwehl -- Transportation Director  
Kevin Weber -- Vehicle Service Technician

**Boards of Education**

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Joey Hoefling - President	Stephanie Konradi- President
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	Danika Hinkeldey
	Jeff Rasmussen

BCIG Elementary: 403 Barnes Street, Ida Grove, Iowa 51445 (712-364-2360)  
O-A Elementary: 600 S Maple, Odebolt, Iowa 51458 (712-668-2827)  
OA-BCIG Middle School: 600 S Maple, Odebolt, Iowa 51458 (712-668-2827)  
OA-BCIG High School: 900 John Montgomery Drive, Ida Grove, Iowa 51445 (712-364-3371)

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## **OA-BCIG DISTRICT HANDBOOK INFORMATION**

### **INTRODUCTION**

*This handbook has been prepared so that students and their parents may become familiar with the rules, regulations, and procedures of O-A and BCIG School Districts. Such rules and regulations apply to all students in the school districts, regardless of the age of the individual student. Rules and regulations are designed to help guide us so that we may be successful in all that we do. Each of you is responsible for knowing the contents of this manual.*

*As a citizen of this school, students are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school. Take care of it, and feel free to make suggestions for improvements.*

*We ask that you and your parents read this handbook carefully and keep it on hand for future reference. If you have any questions regarding any of the information in this handbook, or any other part of our school programs, please contact us. Best wishes for the coming year.*

### **BCIG MISSION STATEMENT**

We will do everything possible to ensure that everyone in the BCIG community becomes the best that he/she can be.

### **OA MISSION STATEMENT**

As an agent of the community and society, the Odebolt-Arthur School's purpose is to provide an environment where all persons shall develop life skills by learning to learn.

### **RESPONSIBILITIES of PARENT AND STUDENT**

1. The parents/guardians of each child bear the primary responsibility for the development and maintenance of acceptable behavior on the part of their child.
2. In a school setting, it is the responsibility of school personnel to assist the parents by:
  - a. Organizing to provide an opportunity for student self-control and self-direction
  - b. Organizing to prevent situations that may lead to disorder or the need to exercise arbitrary authority
  - c. Taking reasonable actions to develop and maintain appropriate student behavior whenever students are at school sponsored activities
  - d. Communicating and cooperating with parents/guardians in the development of plans and procedures to influence behavior in a positive direction
  - e. Exercising an awareness of the influence of school personnel on young people
3. In a school setting, it is the responsibility of the students:
  - a. To attend school daily, except when excused, and to be on time to all classes and other school functions
  - b. To pursue and attempt to complete the course of study prescribed by the state and local school authorities
  - c. To make necessary arrangements for making up work when absent from school
  - d. To assist the school staff in running a safe school for all students, staff and visitors
  - e. To be aware of all school rules and regulations and conduct themselves in accordance with them
  - f. To be aware of and comply with state and local laws
  - g. To recognize the responsibility to provide information to assist the school staff in resolving disciplinary problems
  - h. To protect and take care of the school's property and to respect the property of others
  - i. To dress and groom to meet reasonable standards of safety, health and decency
  - j. To express oneself in a manner that is not offensive, slanderous, or demeaning to others

### **ACCIDENT INSURANCE**

All students are given the opportunity to participate in a group accident insurance plan provided by an independent carrier. The fee covers an accident to and from school, on school grounds, during school-sponsored events, and intramural and interscholastic athletics except football. All students participating in athletics are required to have accident insurance (either a family policy or the school's plan) or sign a responsibility waiver. Football insurance is available at a higher cost. The O-A and BCIG School Districts are not liable for injuries to pupils, nor can they pay medical costs for accidents that occur in athletic contests on school premises, or on the way to and from school.

Dental insurance is also available to any student who would wish to purchase this type of insurance.

There can be no refund of insurance fees for a student who moves away. The policy will transfer to the new attendance center.

### **ACCESS TO STUDENT RECORDS**

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers, and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state & local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported under state/federal law.
6. Organizations that process & evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children, regardless of child's age.
  
9. Appropriate parties in a health or safety emergency.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

Inspection of our schools for asbestos has been completed as a continuing plan toward compliance with the Asbestos Hazard Emergency Response Act (AHERA), a law passed in Congress in 1986. Ames Environmental was the consultant chosen to do the work. Subsequent re-inspections have been completed by Iowa Environmental Services of Wes Des Moines.

Our asbestos coordinator also inspects for asbestos twice a year. AHERA regulations require all K-12 schools to be inspected for asbestos-containing materials. Please be assured that during inspections, every precaution is made to ensure that asbestos fibers will not be released into the air. Warning labels are also placed adjacent to those sampling sites located in routine maintenance areas, where asbestos was most frequently used. Classrooms are inspected after school hours. Only those areas students do not occupy are inspected during the school day. This should in no way disrupt daily classroom activities.

A management plan is written based on laboratory findings and inspection reports. The management plan outlines our school's intent in controlling and abating any asbestos-containing materials. The asbestos management plan is available for inspection at all attendance centers.

In the past, asbestos was used extensively in the United States in building materials for its insulating and fire retarding capabilities. The primary concern arises when these materials begin to deteriorate or become damaged. We will keep you informed about inspection results and update you periodically regarding our compliance process. Please make an effort to education your children about this process and assure them it is safe. If you have any questions about the inspection, feel free to talk to the superintendent or asbestos coordinator.

Should you have any questions about AHERA or asbestos in general, please feel free to call the office of the superintendent of schools at 364-3687, or 668-2289.

### **ATTENDANCE**

OA-BCIG Schools are committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the rights and abilities of others, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to an absence can never be adequately replaced. Research studies demonstrate a positive correlation between good attendance records and good achievement in school. Further, students with a lower absence rate tend to develop a more responsible attitude, to display more satisfaction with school, and to achieve greater success in school endeavors. It is the parents' responsibility to ensure that their children attend school on a daily basis. A student's habitual absence does reflect on parents and their feelings about school. If parents do not feel school is important, neither will their children. A complete record of absences and tardies is kept as part of the student's permanent record. It is usually one of the first items an employer asks about.

### **BUS RULES**

Because of the importance of bus safety and the primary job of the bus driver to operate his/her bus, students will be expected to behave in an appropriate manner while using school transportation.

Students found to be in violation of prohibited behaviors shall be addressed in the following manner:

#### **MINOR INFRACTIONS:**

1. Bus drivers may give verbal warnings to student, speak with the student's parent, or speak with the student's principal in an informal effort to change the student's behavior. This step is not required.
2. First Offense: Bus drivers will use a school-approved form to communicate to the principal the nature of the student's offense. The form is given to the student's principal and the principal meets with the student, calls the student's parent/guardian, and sends the form home with the student to be signed by the parent/guardian. If the form is not signed on the next occasion the student rides the bus, bus privileges will not be offered.
3. Second Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for three to five (3-5) days.
4. Third Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for seven to ten (7-10) days.



5. Fourth Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for the remainder of the semester or fifteen (15) days; whichever is longer.

### **MAJOR INFRACTIONS**

In the case of a major infraction of the school bus behavior rules, the principal may move immediately to the guidelines for a **second, third or fourth** offense and suspend bus-riding privileges.

Discipline for misbehavior on a school bus does not preclude other forms of discipline for that same misbehavior, such as in-school disciplinary measures or good conduct eligibility suspension.

NOTE: No animals are permitted on any bus. Also, no items are to be taken on a bus larger than what you can carry on your lap. This does not include band instruments.

### **TRANSPORTATION TO/FROM OUT-OF-TOWN EVENTS**

The school provides transportation to out-of-town school events. All participating students will leave by bus or other school vehicles, and will be returned to the school. The sponsoring teacher or coach will take roll. Students shall go to and/or return from an activity by bus or school approved vehicle unless prior approval is obtained from the coach, sponsor, and/or principal.

If a student utilizes school transportation to an interscholastic event, the student will use school transportation unless either of the following conditions is met:

- At the conclusion of the event, a student may travel with their parents (and only their parents) if the parent gets permission from the sponsor. Travel with anyone other than a parent, requires prior approval from the building level principal.
- A student may travel to an event with a parent, or someone other than his or her parent, only with prior approval from the building level principal.

### **CHANGE OF ADDRESS**

It is very important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency. Please notify the school in advance of a planned move from the O-A and BCIG Districts.

### **CHILD ABUSE REPORTING**

Iowa law provides for a process of reporting cases of child abuse by school employees. This abuse should be reported to school officials. The O-A and BCIG School Districts have appointed the following individuals:

Level One— Alan Henderson – 364-2360 or Julie Staley – 364-2360  
O-A Principal -- 668-2289 or Jo Lyons – 668-2289

If satisfaction is not received, the following person should be contacted:

Level Two— Ida County Sheriff, 364-3146  
Sac County Sheriff, 662-7127

### **CHILD CUSTODY**

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If one parent has a court order that limits the rights of one parent in matters such as custody or visitation, a copy must be brought to the office. Unless the court order

is on file at the school, equal rights must be provided to both parents. Parents need to notify the school if an additional report card is needed.

### **CHURCH NIGHT/FAMILY NIGHT**

Wednesday night is designated a church/family night. Activities scheduled after school will be completed by 6:00 p.m. There will be NO Middle School practice after school. The only exception would be if an agency or group outside of school schedules tournaments or meetings. All students should be out of the building by 6:00 p.m.

### **CITIZEN FEEDBACK FORM**

Differences of opinion and/or complaints are bound to occur. It is highly recommended that such complaints be resolved at the lowest level.

Whenever a citizen expresses a complaint to a board member about the action of any employee, the citizen will first be informed of the citizen feedback form, which is available in any of the offices in the District. The citizen will also be directed to first discuss the matter with the employee about whom the complaint is being made. The citizen will be advised that if the complaint is not resolved at that level, the immediate supervisor should be consulted, moving up the ladder to the superintendent, then the Board, should it be necessary.

An anonymous complaint and any complaint that is not submitted in writing on the Citizen's Feedback Form shall not be considered by the Board in any manner. **Form can be found at the end of this handbook.**

### **CRISIS PLAN**

Each building maintains a Crisis Plan.

### **District Wide Grading Scale**

O-A and BCIG School Districts use a common grading scale as follows:

**100-93 A**  
**92-90 A-**  
**89-86 B+**  
**85-83 B**  
**82-80 B-**  
**79-76 C+**  
**75-73 C**  
**72-70 C-**  
**69-66 D+**  
**65-63 D**  
**62-60 D-**  
**60- below -F**

With the exception of college level and AP courses (see page 89 in the high school section of this handbook).

### **DRESS CODE (Board Policy 502.1)**

An individual's dress and grooming have a substantial effect upon his/her performance either in school or on the job. The well-groomed student is prone toward better schoolwork and behavior. The dress code applies to any and all classes at any site.

Any worn item that distracts from or disturbs the educational process is prohibited. Students who are not dressed properly may be sent home to change. Clothing or other apparel promoting products that are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying

obscene material, profanity or reference to subversion are not appropriate. Likewise, gang attire (bandanas, symbols, low-riding pants, etc.) is not appropriate.

Shirts/tops are expected to cover the torso of the body. Undergarments should not be visible at any time during the school day. Hats or other head coverings are not permitted during the school day. Exceptions can be made in emergencies. Examples are for medical reasons but not limited to this. The administration reserves the right to judge what is appropriate. Students will either change, or be given a different shirt/shorts to wear if they are in violation.

### **DISTRIBUTION OF MATERIALS Board Policy 903.5R1**

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

#### **I. Guidelines**

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited

#### **II. Procedures.**

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to

distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

#### III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

#### IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and

- (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
  - 2. "Minor" means any person under the age of eighteen.
  - 3. "Material and substantial disruption" of a normal school activity is defined as follows:
    - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
    - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
    - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
  - 4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
  - 5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
  - 6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
  - 7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.
- V. Disciplinary action.  
Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.
- VI. Notice of policy to students.

## **EMERGENCY PROCEDURES**

The building principal and staff will evaluate all emergency procedures. The principal's office will document all drills and any comments. Any student who is hearing or physically impaired, or who otherwise cannot comply with the intent of the signal will be given these directions through an appropriate alternative form of communication. Their classroom teacher will assist students who are unable to comply with the directions because of a disability. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher. Staff members are made aware of the location of fire alarms and fire extinguishers and how to use them.

## **EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY**

It is the policy of the OA and BCIG School Districts to provide equal educational and employment opportunities and not to illegally discriminate on the basis of their age, color, creed, national origin, race, religion, disability, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial status, veteran status, and pregnancy in its educational programs, activities or its employment and personnel policies.

This agency shall provide program activities, a curriculum and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are represented. A fair and supportive environment will be provided for all students and employees regardless of their age, color, creed, national origin, race, religion, disability, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial status, veteran status, and pregnancy.

Inquiries or grievances related to this policy may be directed to the Affirmative Action Coordinator, listed below, or; to the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

The Affirmative Action Coordinator for both districts:

NAME: Alan Henderson, Elementary Principal, BCIG Community Schools

OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445

PHONE NUMBER: (712) 364-2360

OFFICE HOURS: Monday-Friday, 8-4

## **GUIDANCE SERVICES**

Most students will have reason to visit the counselor several times during the year in regard to routine matters. Each student is encouraged to see the counselor to become acquainted with occupational and educational resources, to discuss matters of personal concern, or to explore career opportunities.

## **HEALTH INFORMATION**

### **Administration of Medication:**

Some students may need prescription and non-prescription medication. Medication shall be administered when the student's parent or guardian completes the medication authorization from requesting medication administration at school. The medication is to be in the original labeled container either as dispensed or in the manufacturer's container. The school nurse, or in the nurse's absence, the person who has successfully completed a medication administration course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication which will be kept in a secured area. Students may carry medication only with the approval of the parents and building where the student attends.

The elementary and middle school will have antibiotic ointment and anti-itch ointment if needed. The elementary and middle school will also have acetaminophen for students if needed for the occasional head or body aches if parental consent is on file. If a student regularly needs school provided medication, ointments, or cough drops the school may request that their own supply be brought to school.

### **COMMUNICABLE DISEASES**

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so, and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school.

### **Dental Screening**

Students enrolling for the first time, Kindergarten or transfer students, and 9th grade students shall submit an Iowa Department of Public Health Certificate of Dental Screening. Kindergarten and K-8th transfer student certificates may be completed by a dentist, dental hygienist, doctor, ARNP, PA or specially trained RN. 9th grade screening certificates can only be completed by dentist or dental hygienist. Exemption from this requirement may be allowed for religious or financial hardship reasons. The student must provide a valid certificate of exemption to be exempt.

### **First Aid**

It is the policy of the O-A and BCIG districts, in case of a serious accident or medical emergency, to have the school administer any necessary first aid. Every possible effort is made to contact the parents to find out what their wishes are in the matter. If a parent cannot be contacted the school assumes the right to call a doctor to administer emergency treatment. The school DOES NOT assume financial obligations.

### **Head Lice**

Head Lice are tiny insects that can be found on the head and neck. Lice are spread most commonly by close person-to-person contact, and less frequently by clothing or hair care items. Lice move by crawling, they CANNOT hop or fly. Lice can affect anybody, personal hygiene or cleanliness has nothing to do with getting head lice. Head lice are not known to spread disease.

If lice are found during school, the parent or guardian will be contacted. ~~Parents will be asked to pick up the student to begin treatment.~~ Treatment information will be sent home with the student. Exposure notices will be sent home with students in the identified class. ~~The student will not be~~

~~allowed to return to school until treatment has been started and proof of treatment is presented to the school. An example would be the box or empty bottle of treatment shampoo.~~

### **ILLNESS AND INJURY**

If a student becomes ill or is injured at school, the student's parent or emergency contact will be notified as soon as possible. Emergency or minor first aid will be administered. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of illness or injury. A student will not be sent home until a parent or emergency contact can be notified.

### **IMMUNIZATION CERTIFICATES**

Students enrolling for the first time in the school shall submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

### **Screenings:**

As available from the school or AEA, Vision, Hearing, Height, and Weight screenings will be provided for your child for free. If you do not want your child to participate in these free screenings, please call the school building where your child attends.

### **School Nurse**

The school nurse is a health resource available to students and their families. The nurse is available to assist in managing and coordinating the health care needs of the students and ensure state health requirements are met.

### **Homeless Students**

The State of Iowa asks all school districts to address the issue of homeless families. Each district designates a person on staff to be the coordinator of this program.

The O-A and BCIG School Districts are interested in meeting the educational needs of all students. Recognizing that not every student has the benefit of a secure home, the district will make every effort in the identification of the homeless student and accepts the responsibility for providing the homeless student all services and assistance including but not limited to compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented pupils, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

The first step is making sure that homeless or near-homeless students are identified so that helping programs can be put into place. If you know of any homeless families or near-homeless families that live in the O-A and BCIG School Districts or would like some clarification on the states' definition of a homeless or near-homeless family, please contact the school. All information will be kept confidential as we are only trying to better serve the students who may be in this situation. Your cooperation will be greatly appreciated.

Should you have questions, or seek assistance, in reference to our homeless policy, please feel free to call the office of Alan Henderson, BCIG Elementary Principal 712-364-2306.



## **HUMAN GROWTH AND DEVELOPMENT**

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use. This will include the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources, prevention and control of disease; communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternative activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study. If you wish to view the material prior to presentation to students, please contact the building level principal.

## **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. There is an official form to fill out for those students who wish to file a complaint with the district. The forms can be obtained from any building office.

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, veteran status, and pregnancy 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.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

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.

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.

## **INTERNET**

### Guidelines to Student Internet Access at OA-BCIG

The O-A and BCIG Districts are offering our students Internet access. It will be offered to each of you when you return the consent form signed. If you do not return the signed form, if you have other school forms not turned in, or your parent/guardian indicate that they do not want you to access the Internet, then your access will be denied.

You should be aware that the Internet was designed as an open environment in which almost anyone with access can post whatever they want, and have done just that. A majority of the sites available are highly respectable and of value from a research point of view, which is why we are making this tool available. We have taken steps to try to prevent intentional access to some of the sites that are not considered to be appropriate, but with the growth of the Internet there are new sites popping up all the time and we cannot provide total isolation from the unsuitable sites

We do expect that the students of OA-BCIG will hold themselves to a higher standard of conduct and use their Internet access for an educational research tool. With that in mind, the following guidelines are being set down and they may be amended as the need arises:

1. The use of the network is a privilege and may be taken away due to violation of board policy or regulations. As a user of the Internet, you may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. You should adhere to online protocol:
  - a. Respect and follow all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system only long enough to get needed information, and then exit the system.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of

communication.

3. You shall not intentionally access, download, or send any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations.
4. If you gain access to any service via the Internet, which has a cost involved, or if you incur other types of costs, you will be responsible for these costs. You should be aware that network storage areas might be treated like school lockers. Network administrators/staff members may review files and communications to maintain system integrity and insure that users are using the system responsibly. Do not expect that files stored on the district server will always be private.

Violation of these guidelines or allowing another student to access the school's network and/or the Internet using your account shall be subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

First Offense: Loss of Internet access for up to one week at the discretion of the supervising teacher.

Second Offense: Loss of Internet access for four weeks.

Third Offense: Loss of Internet access for a minimum of nine weeks.

#### **INTERVIEWS WITH STUDENTS, INVESTIGATIONS**

A student may not be interviewed in school unless the principal or another delegated staff member is present. No interview shall be granted unless the principal deems it essential to the welfare of the pupil, or he/she is directed to do so by court order.

If police officers or other officials request an interview, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. Parents shall be contacted, except in the case of child abuse investigations, by a third party.

No student may be taken from school without the consent of the building principal.

This policy shall be applicable in situations involving a divorced or separated parent when that parent does not have legal custody of the child. In situations where legal custody is in question, the principal, or other designated school official, may require legal proof of custody before allowing the parent to meet with or to leave the building with a student.

#### **MULTICULTURAL, NONSEXIST EDUCATION**

Children, enrolled in school, shall have an equal opportunity for a quality public education without discrimination regardless of their age, color, creed, national origin, race, religion, disability, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial status, veteran status and pregnancy.

The educational program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of respect and appreciation for the

historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the Compliance Officer by writing to the Affirmative Action Coordinator (Title IX, Title VI, and Section 504 Compliance Officer), for Battle Creek-Ida Grove Community School District, 403 Barnes Street, Ida Grove, Iowa 51445; call 712-364-2360; or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the Central Administration Office and Administration Office in each attendance center.

This policy should be printed in its entirety in all student handbooks and parent handbooks. These handbooks should be routinely distributed to all students and parents annually.

The Affirmative Action Coordinators:

NAME: Alan Henderson, Elementary Principal, BCIG Community Schools

OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445

PHONE NUMBER: (712) 364-2360

OFFICE HOURS: Monday-Friday, 8-4

**MIGRANT COORDINATOR-**

NAME: Alan Henderson, Elementary Principal, BCIG Community Schools

OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445

PHONE NUMBER: (712) 364-2360

OFFICE HOURS: Monday-Friday, 8-4

**PARENT-TEACHER CONFERENCES**

We encourage parents to contact and visit the school. We find that good communication can clear up most problems or misunderstandings. To arrange for a conference, call the school, and we will arrange for a time when parents, teacher, student and other interested parties can meet together. We also encourage our faculty to contact parents on matters concerning their students. Regularly scheduled Parent-Teacher Conferences will be built into the calendar.

**PATRON NOTIFICATION OF OPEN ENROLLMENT**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following:

March 1—Last date for regular open enrollment requests for the following school year OR September 1<sup>st</sup> of the current year for Kindergartner's.

**SCHOOL CANCELLATION OR CLOSING**

OABCIG Schools use a system to communicate with our parents. It is used to provide you with information should school be cancelled, start late, dismiss early or any other information the administration wishes to share with you. The schools' message system allows for messages to be sent to your home phone, texted to your cell phone, and/or emailed to your computer. Please be sure that the OA-BCIG School District has your contact information so that these important messages can be communicated to you as soon as they are available. Additionally, information can be found by calling the OA Message Center, 668-2555, by listening to KAYL (Storm Lake), KDSN (Denison) and KKIA (Storm Lake) radio stations and TV channels out of Sioux City. Parents of rural students should use their best judgment when roads are questionable.

## **SCHOOL PRIDE AND SCHOOL SPIRIT**

This is your school. Be constructive and put forth your best effort and the School's will be proud of you.

Finally, but not least, we must always exhibit the highest degree of school spirit. Enthusiasm and pride in OA-BCIG should be an essential part of your school experience.

- School spirit is pride;
- School spirit is participation as a spectator, as a cheerleader, or as a player;
- School spirit is the emotion, which swells into cheers at sports events when you back your team;
- School spirit is your cooperation and participation in our music, drama, speech, and other activities and the pride you take in all the accomplishments of these fine organizations.
- School spirit is **you**, the student body of OA-BCIG.

## **SCHOLASTIC ELIGIBILITY (grades 6, 7, 8) (updated policy 8/8/16 board approved)**

Scholastic eligibility for participation in extracurricular activities will be checked and reported to extra-curricular activity teachers every two weeks. Any student athlete who is failing any subject at the time of the progress report will be ineligible. This includes exploratory courses. These students will be declared academically ineligible for the **next extra-curricular event in the week following the progress reports and subsequent events (for the sport season)** if the grade is not changed to passing and until cleared by the teacher and confirmed by the administrator. Progress reports will be updated every other Thursday and be sent on Friday. Coaches/Administration will be notified by the office of ineligible participants on Friday and inform the athletes the same day of their ineligibility status for the next week event and until students regain eligibility. The student will be made eligible to participate the day after the grade is raised to passing. Administration will confirm the grade and declare the student eligible. If declared academically ineligible, the student athlete is responsible to arrange time with the teacher of the class that he/she is failing to make up work/tests to earn a passing grade.

**Any students who wish to participate in any extracurricular activity must sign and have their parents/guardians sign the eligibility form stating that they have read and understand the conditions set forth in this policy. At the beginning of each season, coaches will hand out the form.**

## **SEARCH AND SEIZURE**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include, but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco (e-cigarettes), weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on the school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the O-A and BCIG Districts have the responsibility to avoid discrimination in policies

and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The O-A and BCIG Community School Districts have the responsibilities under Section 504, which includes the obligations to identify, evaluate, and, if the student is determined eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violated the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Alan Henderson, Section 504 Contact Person for the OA and BCIG School Districts', at (712) 364-2360.

### **SMOKE FREE ENVIRONMENT**

The O-A and BCIG School Districts are smoke free environments. This includes e-cigarettes.

### **STUDENT CONDUCT INFORMATION**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior, in the opinion of the staff and/or administration, shall be subject to discipline. Inappropriate behavior includes behavior that disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, or expulsion.

### **DUE PROCESS RIGHTS-STUDENTS**

When violations of statutes, regulations, or school rules require the disciplining of a student, the following elements of procedural due process will be present:

1. The student will be provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators.
2. The student will be made aware of the specific behaviors giving rise to any proposed penalty or disciplinary action.
3. The student will be offered an opportunity to express his/her views to the decision-making authority regarding the incident.

### **EXPULSION PROCEDURE**

Students shall conduct themselves in accordance with board policy, "Student Conduct." Students who fail to abide by that policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsion in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion.
2. The names of the witnesses and an oral or written report on the facts to which each witness will testify.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel.
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of the misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

#### **LEAVING THE BUILDING**

No student is to leave the school building or grounds at any time during the school day without permission from the office secretary or principal. If a student needs to leave school because of illness, they need to be checked and cleared by the principal or office secretary, who must first get parental permission. Failure to sign in and/or out will result in the student being truant. Students will not be permitted to go home for forgotten items; however special permission can be given with approval by parents.

#### **PROFANITY/OBSCENE GESTURES**

Profane and obscene language or gestures are forbidden. This includes words or gestures that are gross, vulgar, offensive, or derogatory to an individual or group. Offenders to this rule will be subject to disciplinary action. Using obscene language or gestures to a staff member will result in a suspension.

#### **STUDENT CONDUCT/BEHAVIOR AT EXTRA-CURRICULAR EVENTS**

We ask that you remind your children of appropriate behavior when attending school extra-curricular activities.

- At indoor events, students should remain seated while the event is in progress.
- There should be no running around or playing games in the cafeteria for inside events.

- We expect appropriate dress and behavior at all events.

## **SUSPENSION PROCEDURES**

### ***In-school***

1. All in-school suspended students will be assigned a seat in the office area or other area as assigned by the principal.
2. Suspended students may not leave their assigned seats without the permission of the principal or the principal's secretary.
3. Students will be expected to complete all homework assigned to them during a suspension. Teachers should visit with suspended students during their preparation period.
4. Students are not to speak to suspended students without permission.
5. Suspended students will not eat lunch with other students.
6. Students failing to comply with the terms of the in-school suspension will be given additional suspension days.
7. A conference may be held before the student is readmitted to class.
8. Loss of activity eligibility as determined by the principal.
9. Students will not be counted absent from class during the suspension.

### ***Out-of-school***

1. Students are to complete all homework assigned during a suspension. It is the student's responsibility to make arrangements through the office to receive homework.
2. Students failing to comply with the terms of an out-of-school suspension will face possible expulsion.
3. A conference is to be held before the student is readmitted to school.
4. Students serving out-of-school suspensions will not be eligible for school activities.
5. Students will not be counted as absent from school during the suspension.

## **SUSPENDABLE VIOLATIONS**

Since it virtually impossible to list every violation and every consequence, the principal shall use his/her own discretion and judgment on violations that are not listed in the handbook. In certain situations, the discipline policies may warrant changes under the discretion of the principal. When a student is suspended, due process rights will be followed. Depending on the violation, law enforcement officials may be contacted.

The following violations fall under the classification of those calling for suspension of 1 to 10 days. The principal can recommend a longer suspension period to the superintendent. These violations are of a nature that, if they are tolerated, a stable and secure learning environment for all is not possible.

1. Alcohol, Drugs, Tobacco  
The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look-a-like" substances. Possession or use of tobacco, alcohol, or controlled substances by individuals under the age of eighteen, and all students regardless of age on school property, or any activities sponsored by the school, is strictly forbidden. E-cigarettes are prohibited as well.
2. Fighting  
Fighting in the building, on school property, or at a school-sponsored activity is forbidden.
3. Insubordination  
Acts of defiance involving refusal to conform to school rules and regulations, profane or obscene language, refusal to comply with the request or direction of school personnel, and boisterous conduct that disturbs the orderly operation of the school, are prohibited.



4. Truant/Skipping

This act is regarded as serious due to the fact that during the school year, being a student is the occupation of the individual enrolled in school. Punctual and regular attendance is to be expected.

5. Theft or Damage to Personal or School Property

If a student is apprehended in connection with this violation, return of the item(s) in the same condition as when taken will be expected, in addition to the suspension. When this is not possible, payment for the stolen item(s) at a fair cost figure will be assessed in addition to the suspension.

6. Gang Activity

Starting a gang or being a member of a gang, which distracts or disrupts the educational process, is prohibited.

7. Habitual Violator

A habitual violator may be suspended upon repeated offenses.

**TRUANCY/SKIPPING**

Any student who is absent from school without parental/guardian knowledge or permission will be considered truant/skipping, and will be subject to disciplinary action.

**WEAPONS**

The boards believe weapons, other dangerous objects and look-a-likes on school district premises cause material and substantial disruption to the school environment. They may also present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects or look-a-likes. Weapons, other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon, dangerous object or look-a-like shall be notified of the incident. Confiscation of weapons, dangerous objects or look-a-likes shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Weapons, dangerous objects and look-a-likes confiscated under this policy shall be turned over to law enforcement officials.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons; other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **STUDENT RECORDS**

An accurate record shall be maintained for all students attending this school district. Records of a student shall be accessible to parents and/or legal guardian of that student or to the student if of legal age or older. Student records shall remain confidential. Parents and eligible students are permitted to inspect and review their educational records upon the issuance of a written request to the respective building principal.

Permanent records, cumulative folders, and tentative records are kept for each student. A copy of such records will be made available to parents and eligible students upon request.

The following information may be released to the public in regard to any student of the school district: Name, parent name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight & height of members of athletic teams, date of attendance, degrees and awards received and the most recent previous school or institution attended by the student. Any student parent or guardian not wanting this information released to the public must make an objection in writing to the building principal.

Any additional information will not be released without written parental consent (except to school officials with a legitimate educational interest).

Parents have the opportunity to amend records through a records hearing. Such hearing will be granted upon a written request submitted to the superintendent. The hearing will be held within a reasonable amount of time after receipt of the parent or eligible student's request. At the records hearing, parents may challenge any information in the educational records. If, through the presentation of valid information, the current records are proven to be inaccurate, the incorrect information will be removed. Hearing procedures are detailed in the OA and BCIG Board Policy.

The district will maintain records for at least three years after the pupil has completed the school program or would have reached the maximum age of compulsory school attendance.

## **SUBSTITUTES**

Substitutes have the same rights and responsibilities as do regular employees. All students will be expected to cooperate with, and respect them as they assume the duties of the employee who is absent on that day.

## **TEXTBOOKS**

Textbooks are furnished on a rental basis for student use. Damage, misuse, or abnormal wear of books will be charged to the student. If lost (new) - full price of new book; 1 year old - 85% of cost of new book; 2 years old - 70% of cost of new book; 3 years old - 55% of cost of new book; 4 years old or over - 40% of cost of new book. Damaged books (still usable) – hardbound - \$1.00 to \$5.00, paperback - \$.50 to \$1.50.

## **TRANSFERS IN/OUT OF DISTRICT**

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's cumulative records from the student's prior school district. If the student is unable to provide the principal with proof of the student's grade level or permanent records, the principal will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

### **VALUABLES**

The school is not responsible for lost or stolen articles or money. Keep your valuables with you or in a safe place. Please refrain from bringing large amounts of money, or other valuables to school.

### **VISITORS AND GUESTS**

Students are not permitted to bring visiting children to school. If you have guests or visitors that you would like to attend school with you, prior arrangements are to be made with the principal. All visitors are to report to the main office when they arrive at school to receive a "visitor's badge" to be worn in the building.

### **WELLNESS POLICY**

Board Policy 507.9 – Gives guidance to support wellness and good health for students and staff. Notable additions to the policy include the promotion of healthy choices and lifestyles and providing other physical activity during the school day aside from recess and physical education class. If behavior modifications need to be implemented; students should not be held from physical activity for more than half of the allotted activity time. The school will coordinate with local resources to provide education in regards to healthy lifestyles and behaviors. Smart snacks are encouraged for student parties, classroom incentives, and daily snacks provided by parents and teachers. Offering health screenings and flu vaccinations annually to staff and promoting staff activity and wellness through healthy activities.

# ***OA-BCIG MIDDLE SCHOOL PARENT/STUDENT HANDBOOK***

On behalf of the entire staff of the OA-BCIG Middle School, it is a pleasure to send this message of welcome to our parents and students. Our school has a very successful educational program, and with our competent staff, such a program will continue to provide opportunities for our students to grow academically, physically, emotionally and socially. This handbook has helpful information; please keep it for future reference. If you need more information, please contact us at 668-2767 to arrange an appointment with the appropriate individual for assistance.

## **BCIG MISSION STATEMENT**

We will do everything possible to ensure that everyone in the BCIG community becomes the best that he/she can be.

## **OA MISSION STATEMENT**

As an agent of the community and society, the Odebolt-Arthur School's purpose is to provide an environment where all persons shall develop life skills by learning to learn.

## **STUDENT CREED**

As an OA-BCIG Middle School student, I pledge myself:

To uphold the ideals of my school by being true and faithful to its traditions of scholarship, citizenship, and sportsmanship

To believe in myself, my teachers, and my classmates

Cooperation will benefit me and better my school.

To abide by the policies of the school because they have been established to protect me and ensure the orderly operation of my school

To act in a manner that will make my parents proud of me.

To do my assignments with devotion and reliability

To develop the reputation of seeing a job through its entirety

To be enthusiastic about my work and school by achieving balance in all activities

To be truthful and honest by not lying to evade the responsibility of my own actions and to treat the property of others with the same respect I treat my own

To show initiative by going beyond the boundaries of just minimum assignment

To volunteer my ideas and energies while developing traits of leadership

To take the fullest advantage of my constitutional heritage - the right to do as much education as my capabilities permit

## **OA-BCIG MIDDLE SCHOOL BELIEF STATEMENTS**

1. We believe all staff members make a positive contribution to the learning process.
2. We believe all parents should be actively involved in the education of their students.
3. We believe a student's positive self-esteem is fundamental to the learning process.
4. We believe our school promotes a safe environment.
5. We believe in the continual development of student self-discipline and responsibility.
6. We believe an integrated curriculum is beneficial to the total development of the student.
7. We believe all students will learn by actively participating in the learning process.
8. We believe the decision-making process is a cooperative effort between students, parents, and staff.
9. We believe our school provides a smooth transition from elementary to high school.

10. We believe our students are encouraged to explore a variety of interests in academics and activities.

**We believe a variety of teaching styles enhance the learning process.**

**PHILOSOPHY OF EDUCATION—MIDDLE SCHOOL**

The middle school student is a unique individual, neither a child nor an adult, but rather caught in a transitional period of life. We recognize the needs of the preadolescent student are special and their fulfillment is extremely difficult. It is during this time of life that students should be allowed to explore and expand their potential and abilities within a safe environment.

We realize that the middle school years are only part of a student's education and must be a result and extension of elementary school and an introduction into the high school program. Activities in the middle school should reflect our concern for a smooth transition.

The middle school program is designed to meet the student's emotional, intellectual, physical and social interests and needs. It is to facilitate the development of self-discipline and self-esteem. It is important that the student participate in the learning experience with an open mind, a positive attitude, and a cooperative spirit. Communication is a vital part of education and must be encouraged between students, staff, parents, and community. A school-parent partnership is essential to the education of youth.

**ATTENDANCE**

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

Participation points may be awarded by individual teachers as a part of the student's grade. When the student is unexcused from school, he/she will not receive the participation points. While it may be possible for a student to make up much of the school work missed, it is impossible to completely compensate for absences from classes. If a student misses class, the teacher may review the lesson with them.

Students who know they will be absent must have their parent notify the office, by phone, note, or in person, prior to the absence. If advanced notification is not possible, parents must notify the office by noon on the day of the absence.

Students who wish to participate in school-sponsored activities must be in attendance by 12:00 noon and stay in school until it is time to leave for the event or until the end of the school day, whichever comes first, unless excused by the principal. Other extenuating circumstances must be cleared in advance with the principal.

**Excused: Valid reasons** (not all inclusive):  
sickness of student or parent/guardian

\*doctor and dental appointments  
trips with parents

\*death in immediate family  
emergencies - unexpected occurrences ( fire, flood, tornado, car accident)  
occasional work at home for the parent  
occasional work for others, with parental permission  
funerals with parental permission

**Unexcused -- absent with parental knowledge**

Examples of unexcused reasons (not all inclusive):  
automotive problems without contacting the school (car wouldn't start, flat tire)  
oversleeping/missing the bus  
shopping  
haircuts  
any type of class or group skipping not sanctioned by the school district.

**NOTE: Parent approval of an absence does not mean the absence will automatically be excused. The school determines whether an absence is excused or unexcused.**

**Excessive Absences** - - Notification will be sent to the parent/guardian at 6 absences and 10 absences. After 10 absences per semester, a parent/guardian will be contacted and the appropriate county attorney may be notified. NOTE: Special circumstances or serious illnesses requiring care by a doctor will be reviewed on an individual basis.

**Backpacks**

Backpacks are not permitted to be taken to class. They pose a safety issue if an emergency evacuation is necessary.

**CARDS, GAMES, RADIOS, TAPE PLAYERS, ETC.**

Cards, games, radios, cellular telephones, lasers, iPods, MP3 players, etc. are not allowed to be used during the school day unless authorized by the classroom teacher or principal for a classroom project. Ebooks will be allowed, but student must let teacher know what they are doing.

**CARE OF SCHOOL PROPERTY**

Students are responsible for the care of all books, supplies, lockers, and other furnishings supplied by the school. Students who deface property, or do other damage to school property or equipment, will be required to pay for the damage done or replace the item. They may also face disciplinary procedures.

**CELL PHONE USAGE IN SCHOOL**

Cell phone use in the middle school is only authorized with permission from the office or from staff members. Phones should be kept in lockers or on the person, but should be shut off. If a student is using a cell phone during school hours without permission, the phone will be taken and given to the principal upon the first violation and given back at the end of the school day. If a student uses his/her phone a second time without permission, the phone will be taken and given back at the end of the day, but the student must check his/her phone in at the office in the morning and pick it up at the end of the day for one full week. Parents will be notified after the 2nd violation. If the violation occurs a third time, the previous process will be followed for the remainder of the quarter the student is in. On the 3rd offense and all subsequent offenses, the student must check in his/her phone for the remainder of the quarter.

If a student fails to turn phone in at the office due to forgetting at home, or other reasons and is caught using it that day, the student will be given an in-school suspension.

NOTE: If a student fails to pick up the cell phone at the end of the day, parents may come to the school and pick up the phone if office personnel are available.

NOTE: If a teacher is using cell phones in class for a project, the student will be allowed to use his/her phone for the project, but will have to turn it back into the teacher or the office after the class is over.

**The use of picture capturing technology is strictly prohibited in locker rooms, restrooms and any time during the school day.**

### **COURSE CHANGES**

No student will be allowed to change his/her schedule without written permission from the parents, counselor, involved teachers and principal.

### **CLASSROOM RULES**

In an attempt to be consistent in all classes, the following will be the rules in each classroom. Students need to accept these procedures to ensure a smooth-running school year. Additional rules may be added by your instructors to enhance their specific class needs.

1. Upon entering the classroom, the student needs to be seated and prepare to begin class. Students will receive a minor detention if tardy.
2. Desks will be assigned; however, students with special needs should let the instructor know. Students are not allowed to lean back in their chairs or put their feet on the desk in front of them.
3. Instructors will start each class by stating the plan of that period and objectives of the lesson to be presented.
4. Students are not to get into the instructor's desk or handle things on top of the desk without the instructor's permission.
5. Each instructor has individualized test/quiz retake policies. It would be a good idea for students to familiarize themselves with each teacher's policy.
6. Students should not operate teacher's computers or phone system without permission. Also, students need to ask permission to operate the windows, blinds, and fans.
7. All assignments will be written on the board for students to copy in their assignment book, or the assignment will be given orally for the students to write down in their assignment book. Failure to write down assignments will result in an FDA.
8. All chairs, desks, and rows must be straightened before students leave the classroom. Students should pick up litter around them before dismissal. Students must remain in their seats until the instructor dismisses them or leads them from the room.

### **DISCIPLINE: CONDUCT AND BEHAVIOR**

*The basis for a school education is to prepare the student for the demands of the adult world, its challenges, and its problems. Foremost among these challenges is respect for the rights and property of every other individual. As a student at the OA-BCIG Middle School, you are expected to have the self-discipline required to accept the rights of other individuals with whom you are dealing. All students will have the basic responsibility to see that their conduct will reflect credit to their school, the staff and themselves. All school personnel employed by the school district have the authority to correct misconduct*

*at any time. All school activities are considered to be an extension of the school day, regardless of the location, so regular school policies dictate your behavior.*

Disciplinary action will be taken against students for any behavior that is distracting, disruptive, violates the rights of others, or for breaking rules and regulations.

Disciplinary action for violations may include, but is not limited to:

1. Letters or phone calls to parents informing and warning both the student and parents of a problem.
2. A conference with parents, student, teachers, counselor, and administrators to discuss the issue(s).
3. Detentions will last 1/2 hour each.
4. Removal from class.
5. Loss of eligibility in activities as determined by the principal.
6. Paying for damaged or stolen property.
7. A combination of in-school and/or out-of-school suspensions with other penalties to be enforced with it.
8. Expulsion from school for the semester or for the school year.

**NOTE:** The principal may vary disciplinary action depending on circumstances.

### **MINOR DETENTION**

If a student's card is pulled for a minor detention, the following consequences will apply: 1) the student must report to study back to fill out a detention report form and serve the detention. 2) The student's checkout privileges will be limited until the detention is served. 3) The student will not be permitted to participate in any extra-curricular activities until the detention is served.

**NOTE:** Two detentions (minor or major) in the same day will result in a half a day of in-school suspension. All major detentions will be served before or after school.

### **MAJOR DETENTION**

All major detentions must be served before or after school or during lunch detention as determined by the principal. If a student receives a "major" detention, all the above "minor" consequences will apply. All major detentions need to be served within three school days or additional detention time will be added. The student may meet with a team of teachers to review the situation and discuss a plan of action. If a student receives a "major" detention, he/she will not be permitted to participate in any athletic activity until the detention is served. Parents will be informed of all "major" detentions.

**NOTE:** The first 2 minor detentions in a nine-week period can be served during study back at the end of the school day. Any detentions beyond 2 in a nine-week period must be served before or after school or during the education based lunch detention within three school days. Parents will be notified after each minor detention.

### **SERVING MAJOR DETENTIONS**

Detentions that are to be served before or after school will not be served on days that school begins late or dismisses early. If your child wants to serve before school, he/she will need to report to the middle school by 7:45 a.m. Students from Battle Creek and Ida Grove can make arrangements to ride the early morning bus to serve. If your child wants to serve after school, he/she should be picked up at 4:00 p.m. The school will do its best to work with parents on transportation issues concerning detention time.



The education based lunch detention takes place in a conference room setting. The purpose is to re-teach and focus on changing behaviors. This may be learning about positive relationships, keeping control of oneself, learning about compassion, empathy, and honesty; changing one's self-image; or learning to understand others.

### **Good Conduct Policy**

The Administration will follow the OA-BCIG district Good Conduct Policy and relate it reasonably to the Middle School student incidents.

### **FDA Information**

Acting responsibly is a behavior. We want students to be responsible for what they do and fail to do. Therefore, the OA-BCIG Middle School has the use of a marking and management system called Failure to Do Assignment (FDA) to monitor and track students when they are not being responsible for their learning. We will use the FDA marking system to track behaviors and give our staff the information about what behavior needs addressed.

This management system is part of an intervention plan used to help students become better at being responsible.

Many times teachers ask students to go beyond the classroom, and teachers give students assignments to do on their own. There are three main reasons for this additional work:

- to provide practice and reinforce previously learned material
- to extend learning
- to integrate learning by applying many different skills to a single task, such as book reports or science projects.

Students are EXPECTED and REQUIRED to do these assignments. When students fail to be responsible for their learning, the student will receive an FDA. Students are informed, and the teacher records the missed learning opportunity.

Students may receive FDA's for the following areas of not being responsible for learning:

- students not having homework assignments completely finished
- students not bringing class materials to class
- students not using given class time to work on assignments
- students not filling out their assignment books

When a student receives an FDA slip for not being responsible, parents are notified that an FDA has been issued. The student should make every effort to get the missed assignment completed or make a plan not to repeat the behavior of not bringing an item to class or not participating.

FDA's will be recorded by staff on a Google spreadsheet. On the day a student receives an FDA for lack of completing an assignment, lack of participation, or organization, he/she needs to correct the behavior as soon as possible. When students repeatedly show that they are not being responsible for their learning, students will receive a detention, and the TEAM and counselor will meet with the student, prepare an action plan, and notify parent and advise them of the plan.

Too many FDA's could result in the student losing extra curricular privileges. This may mean missing practice and game time, dances, and quarter holiday. This is determined by the plan. A student who shows a pattern receiving FDA's can be assigned to a "closed" study back.

When a student is in the "closed" study back, the student losses check –out privileges.

8<sup>th</sup> graders receiving more than 10 FDA's in quarter- (loss of quarter holiday)

7<sup>th</sup> graders receiving more than 10 FDA's in quarter- (loss of quarter holiday)

6<sup>th</sup> graders receiving more than 10 FDA's in quarter- (loss of quarter holiday)

### **FIRE AND EMERGENCY EVACUATION PROCEDURE\***

1. The signal for an evacuation will be the fire alarm system.
2. All students and school personnel are to exit from each classroom and/or area in an orderly manner. Signs are posted in rooms to indicate what exit to use. Students are to remain with their assigned class.
3. Students that are in the halls or restrooms at the time the alarm sounds shall fall in line with the nearest group. Once outside, these students are to report to the regular assigned teacher.
4. Always walk. Do not run. Do not cross in front of another group leaving the building.
5. All books, supplies, and equipment are to be left in the building. **Students are not to go to their lockers!!**
6. The first two students reaching exit doors are to hold them open until everyone has left the building. After the last person leaves the building, the doors should be closed, and the two students are to return to their group.
7. The teacher is the last person out of the classroom. The door is to be shut but not locked. Teachers are to take their grade book with them.
8. Everyone is to move away from the building to their designated area.
9. Teachers are to stay with their class. Roll is to be taken after the students have cleared the building.
10. The all-clear signal to return to the building will be an alarm for approximately 10 seconds, or oral directions given to the teachers by the administration. Students are to report to their class directly after the all clear.
11. Two drills are required per semester.

\*NOTE: This procedure will also be used in the event the building needs to be evacuated for any other reason as determined by the administration.

### **GOOD CONDUCT CARD AND HOW IT WORKS**

At the beginning of the school year, students will be issued a Good Conduct Card. This card must be carried with them to all classrooms. They must have their card in order to check out to other areas of the building. If the card is defaced, it is not valid. If a student loses his/her card, or the card has been destroyed; he/she should report this to the school secretary right away. In most cases there will be a 2-day waiting period before he/she receives a new card. During this waiting period, some of the student's privileges may be limited. If the student's card is pulled during this waiting time, he/she will not receive extra marks as long as the card has been reported missing or destroyed to the school secretary.

If students do not discipline themselves in accordance with the good conduct rules of the school during free time, going to and from classes, during class time, or on the busses, their Good Conduct Card will be pulled and a minor or major detention will be given.

### **GRADING AND REPORT CARDS**

Grades are an evaluation of what you have learned. They become a part of a permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in your records. Written or oral examinations are a continuing process in each class. Summarizing tests may be given each grade period. Report cards are designed to help pupils and parents measure the student's progress toward the goals and objectives of the subject. This evaluation will be made four times a year.

### **INCOMPLETE GRADES**

All incomplete work must be made up as arranged between the student and the teacher or the student receives zeros. No incompletes are allowed at the end of the school year.

### **Gum, Seeds, Pop**

No gum or sunflower seeds are permitted. Detentions will be issued for violators. Teachers can make exceptions as they see fit IE: rewards for jobs well done, etc. Opened beverages are not to be kept in lockers. They will be removed.

### **HALL PASSES**

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a pass from their teacher, guidance counselor, or the principal. Students without a pass in areas other than where they are assigned are subject to disciplinary procedures based on the discretion of the administration or teacher in charge.

### **HALL CONDUCT**

Students are expected to pass between classes with a minimum amount of noise. Loitering is to be kept to a minimum. Overt displays of affection (kissing, hugging, etc.) are not allowed.

### **HONOR ROLL (grades 6, 7, 8)**

The honor roll will be computed for each quarter and semester. In order to qualify, a student must earn a 3.0 based on a 4.0 point system scale for all classes, excluding activity classes (physical education, vocal music, band, art, keyboarding, and exploratories.) A grade below a "C" or incomplete in any class will prevent a student from making the honor roll. Students with a 3.5 or better will be on the gold honor roll; 3.0 – 3.49 will be on the silver honor roll. (This is NOT a grade point average; it is a point system the middle school has created to distinguish between gold and silver.)

**This is how Honor Roll is figure:** The classes that are used to figure the Honor Roll is Math, Science, Social Studies, Reading, Language Arts. Each grade given a value A - 4.0, A - 3.67, B+ 3.33, B 3.0, B- 2.67, C+ 2.33, C 2.00 ADD for 5 subjects then divide by 5 to get average.

### **LIBRARY RULES**

All students using the library are expected to respect the rights of others who wish to study. All books and materials from the library must be checked out before you leave the library. This applies even to books you plan to use for only a few minutes before you return them. Articles may be clipped from a library newspaper, which is at least two days old. Books may be checked out for two weeks and renewed for another two weeks. If you lose a book, magazine, pamphlet, etc. you will be charged the replacement cost of that item. All books, except encyclopedias and dictionaries, must be returned to the librarian's desk. Do not return them to the shelves.

### **LOCKERS**

Each student will be assigned a locker which is to be kept neat, clean and shut at all times. Students can use a school combination padlock for their locker. Padlocks not returned at the end of the school year will cost the student \$5.00. Students may not switch locker partners.

Padlocks, other than those issued by the school, are prohibited. Unauthorized padlocks will be cut off, if necessary, by school officials. Lockers are the property of the school district and are on loan to the students. Therefore, they are subject to inspection by school staff members at any time for a reasonable cause. Students are expected to keep their books and valuables in their lockers. Anything inside the locker which displays prohibited substances, contains profanity, or shows people in various states of undress will not be allowed. Nothing is to be on the outside of the locker doors. Students are responsible for paying for damages to their locker.

### **LOST AND FOUND**

Articles found should be taken to the office. All cases of stolen property should be reported to the teacher in charge or the office secretary. The school is not liable for any student items stolen at school or at a school related-function. Found items will be given to a charitable organization after a period of time.

### **LOUNGE (STUDENT, TEACHER)**

There is no lounge of any type for students. The teacher's lounge is off limits to students at all times. If you must see a teacher, you are to knock on the door.

### **LUNCH**

You may put money into your lunch account before school in the office (PaySchools). If you want to put money in your account during lunch, you must go to the end of the line. Your teacher will give your lunch card to you before lunch. If you need to charge a lunch, you need to go to the end of the line. You are to pay the next day. Students are to be quiet and orderly in the lunch line. Teachers will supervise students. Lunch count will be taken during homeroom.

Students are to eat in the cafeteria. The lunch supervisor may give permission for students to go outside after eating. Students are not to be outside any classroom window. Students may be given permission to be in the gymnasium after lunch.

No eating facility will be permitted to deliver food for lunch.

### **MAKE-UP WORK**

If a student is absent, he/she will be given two days to make up work for each day missed. It is the responsibility of the student to contact each teacher and make sure that the work is made up. Students knowing in advance of absences are responsible for seeing all teachers for makeup work prior to leaving.

### **MIDDLE SCHOOL BUS RULES WHILE WAITING FOR SHUTTLE BUSES**

No 'horse play' or fooling around will be allowed. No throwing objects (snowballs, balls, rocks, etc.) Games are not allowed at this time. Students will be courteous to the bus supervisors and other students (elementary and middle school). Students will listen to and follow instructions given by the bus supervisors. No students should board a bus without a bus driver present.

### **MPR/GYM RULES DURING FREE TIME ACTIVITY**

Violation of these rules may result in a detention or loss of noon free time for a period of time, depending upon circumstances of the situation.

1. There must always be supervision in the MPR before any activity begins.
2. If students use any equipment, they are responsible for its return.
3. Students are not allowed to swear or fight.
4. Students are not allowed to throw balls over half court. No more than eight basketballs will be used at one time.
5. Students are not allowed to run excessively.
6. Students are not allowed to play tag or keep away.
7. Students are not allowed to have footballs in the MPR at any time.

### **PERSONAL PROPERTY**

Any personal property such as money, music or sports equipment, watches, jewelry, etc. is the responsibility of the particular student. Students should not leave money where it can be stolen.

Valuables should be given to managers for safekeeping or brought to the office to be placed in the safe. Students should report any loss of personal property to the principal as soon as it has been discovered. Lost and found articles will be turned in to the office.

### **PICKING UP CHILDREN FROM SCHOOL**

If anyone other than a parent or legal guardian is to pick a student up from school, the school needs to be notified by the parent or legal guardian as to who will be picking up the child. If there is any doubt, the child will not be allowed to go with that person until doubt is removed.

Parents should impress upon their children the need for caution in offers of help, rides, etc. coming from strangers.

### **Quarter Holiday Eligibility**

Eligibility for Quarter Holiday is determined by grades, FDAs, and discipline. Any student receiving a failing grade will not be eligible for quarter holiday. Any student with more than 10 FDAs for the quarter will not be eligible. Any student who has received more than 4 marks for detentions is not eligible. Each minor detention is 1 mark. Major detentions are 2 marks. Not having a conduct card when a detention is given is 1 mark.

### **SPECIAL BUS PERMISSION**

For a student to ride the bus home with another student, EACH CHILD should have a note from his/her parent stating that he/she will be riding on a particular day. This note is to be presented to the office and then given to the bus driver. Since most of the buses are assigned capacity loads, at no time will several town children be allowed to ride home with a rural student.

### **STUDENT CONDUCT**

Proper student behavior allows an environment in which maximum educational benefits for all students may be achieved. Because each disciplinary case is different, the consequences will not necessarily be the same in each instance. In all situations, however, a student-teacher conference is required. Any action that warrants an in-school suspension will automatically result in the loss of conduct holiday for the student involved.

For each of the following examples of discipline, any of the following or a combination of the following discipline consequences may be administered. Consequences are listed from least severe to most severe.

**BORROWING WITHOUT PERMISSION** – taking someone’s property without the owner’s permission with the intent to return. Consequences include a written apology and possibly a minor detention.

### **CHEATING**

It is hoped students would be of strong enough character that they would not cheat. However, if a student chooses to cheat on a quiz or exam, it will result in disciplinary action to include, but not necessarily limited to, the following: (1) a reduced or zero grade; (2) conference with the student, parent, teacher and principal; (3) testing or retesting of student knowledge/skills in the area(s) where the cheating took place. Incidents of cheating on homework and/or daily work assignments will be subject to appropriate action as determined by the teacher.

**DISRESPECT** – name calling, body language, or signs; libelous or slanderous remarks; obscenity in verbal and/or written form toward any school employee, spectator, participant, or OA-BCIG student at school or

any school function (home or away), or when seeing an employee anywhere. Possible consequences include written apology, minor detention, major detention, and/or in-school suspension.

#### **ENDANGERING HEALTH SAFETY**

Any student action that could result in harm to another student, such as throwing objects or pushing and shoving constitutes a health/safety concern. Possible consequences vary with each incident, but may include minor detention, major detention, in-school suspension, or restitution. (See information regarding each below.)

- (A) **POSSESSION OF HAZARDOUS OBJECTS** – having objects deemed hazardous, such as weapons, chemicals, etc. on school property could result in the following consequences: major detention, in-school suspension, ineligibility, and the case may be turned over to county authorities.
- (B) **FIGHTING/QUARRELING** – either physical or verbal in nature. Possible consequences include minor detention, major detention, in/out-school suspension. Pushing, shoving, wrestling, etc. will be considered as fighting regardless of the intent. If you are involved in a fight, you should be prepared to receive consequences. Fighting may be considered gross disobedience or misconduct.
- (C) **TOBACCO/ALCOHOL/DRUGS** – being under the influence of tobacco, alcohol, or drugs while at school or any school-sponsored event or using e-cigarettes.. Possible consequences include parent conference, major detention, in/out-school suspension, ineligibility from all activities (1-9 weeks), and the case may be turned over to county authorities.

**EXTORTION** – obtaining money, property, or services of any sort by threatening another individual. Buying, selling or trading items on school premises, including buses, is prohibited as well. Possible consequences include minor detention, major detention, in-school suspensions, and the case may be turned over to county authorities.

**FAILURE TO SURRENDER GOOD CONDUCT CARD (SEE GOOD CONDUCT CARD)** – refusing to hand over a card to an instructor when it is asked for due to misconduct. Possible consequences include minor detention, adding another mark to detention every time an instructor requests it, or a major detention.

**HARASSMENT** – verbally or in writing, making unwanted comments. 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. Harassment of employees and students will not be tolerated in the OA-BCIG Community School District. The school district includes: 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 a field trip or athletic event where students are under the control of the school district or where the employee is engaged in school business.

- (A) **SEXUAL HARASSMENT** – shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- (B) **OTHER TYPES OF HARASSMENT** – may include, but not be limited to jokes, stories, pictures, objects or comments that are offensive, tend to alarm, annoy, abuse or are demeaning to the extent they interfere with a safe and orderly school climate.
- (C) **BULLYING AND OR BULLYING BEHAVIOR** – inflicting physical, verbal or emotional abuse to a person or group of people.

Possible consequences include: written apology, minor detention, major detention, in-school suspension, or the case may be turned over to outside authorities.

### **COMPLAINT PROCEDURE FOR HARRASSMENT**

Any employee or student who believes they have been harassed shall notify the building level principal, the designated investigator. The alternate investigators will be the counselor and/or the superintendent. The investigator will ask the employee or student to complete the Harassment Complaint Form and turn over evidence of the harassment, including, but not limited to letters, tapes or pictures. Information received during the investigation shall be kept confidential to the extent possible.

**INSUBORDINATION** – the refusal of a student to obey a school rule or request of a teacher or other school personnel. Students are to respond promptly to the directions of staff members and to act respectfully toward staff members at all times. Refusal to do so is considered a serious breach of student expectations. Insubordination/disrespect which amounts to gross disobedience or misconduct, and/or disruption of the school environment will result in disciplinary action. This will result in a written apology with at least one of the following consequences: minor detention, major detention, in-school suspension, and/or ineligibility from all activities (1-9 weeks).

**PROFANITY** – use of inappropriate language, either in spoken or written form. The following classes of profanity and possible consequences will be used:

- (A) Incidental profanity – minor detention
- (B) Severe profanity – major detention, in-school suspension
- (C) Dirty or inappropriate writing – minor detention, major detention, in-school suspension.

**STEALING** – intentional taking of other people’s property. Possible consequences are major detention, in-school suspension, ineligibility from all activities (1-9 weeks), notification of the Board of Education, and the case may be turned over to county authorities.

**TRUANCY** – student absence from school or class without parental knowledge or consent. Possible consequences include major detention, in-school suspension; ineligibility from all activities (1-9 weeks), make up missed hours, and the case may be turned over to county authorities.

First offense - up to three days in-school suspension, parents notified.

Second offense - up to five days out of school suspension, parents will be called for a meeting.

Third offense - up to five days out of school suspension.

**VANDALISM** – damaging or defacing another person’s property. This will result in a written apology as well as the following possible consequences: minor detention, major detention, in-school suspension, and ineligibility from all activities (1-9 weeks), restitution, and the case may be turned over to county authorities.

### **STUDY HALL**

Students will need the following materials for all study hall periods: conduct card, assignment book, all necessary study materials, and a library book to read if study goals are accomplished early.

1. The first two to three minutes of study hall will be used for students to set goals for that study period and for teachers to check assignment books.
2. Students will not be permitted to check out the first ten minutes. This time is known as “Quiet Time.” The only exception will be a pass from another instructor.

3. Privilege Time will be granted to students who worked diligently during “Quiet Time.” When permission has been granted to check out, students must have the teacher sign their assignment books and place their conduct cards in the designated area.
4. During privilege time, if a student needs to speak to another student about an assignment, he or she must ask the instructor for permission.
5. All students will return five minutes before the end of the study hall, except for those checked out for with instructor’s permission.

**Violations of checkout rules will result in either loss of checkout privilege, detention time, or a combination of these.**

### **STUDYBACK GUIDELINES**

Students will need the following materials for all study back periods: conduct card, assignment book, all necessary study materials, and a library book to read if study goals are accomplished early.

1. The first two to three minutes of study back will be used for students to set goals for that study period and for teachers to check assignment books.
2. Students who have a detention or an FDA will be in Mr. Walsh’s room.
3. Students will not be permitted to check out until 3:00. This time is known as “Quiet Time.” The only exceptions will be a pass from another instructor or music lessons.
4. Privilege Time will be granted to students who worked diligently during “Quiet Time.” When permission has been granted to check out, students must have the teacher sign their assignment books and place their conduct cards in the designated area.
5. During privilege time, if a student needs to speak to another student about an assignment, he or she must ask the instructor for permission.
6. All students will return five minutes before the end of the study back, except for those checked out for music lessons or with instructor’s permission.

**Violations of checkout rules will result in either loss of checkout privilege, detention time, or a combination of these**

### **Special Education Services**

A continuum of special education services is available to students with special needs in pre-kindergarten through 12th grade or age 21, when appropriate. Referral for special education is initiated at the building level. Special education services are provided in the following areas: speech and language disorders; learning, behavioral, and mental disabilities; visual impairments; hearing impairments; autism; physical impairments; and traumatic brain injuries.

### **Student Assistance Programs**

The elementary utilizes a problem solving approach to address student’s needs. This process is referred to as Response to Intervention, or RTI. Through this process, a team of individuals meets to develop appropriate supports or interventions for students who are demonstrating difficulty in school.

Interventions utilized are shown through research to be effective in addressing the particular area of need for the student. Progress is monitored regularly and interventions are increased or decreased as necessary to resolve the initial concern. This process is also effective for students that need additional enrichment due to levels of high achievement.

For other personal, academic, or emotional issues, the district purchases counseling services that the student or family may access for additional support. More information about this program can be obtained from the counselor or principal of the building.



## **STUDENT CONDUCT/BEHAVIOR AT EXTRA-CURRICULAR EVENTS**

We ask that you remind your children of appropriate behavior when attending school extracurricular activities. All students who attend any school activity are expected to conduct themselves in a responsible manner. They should remain seated except for times when it is permissible to stand or leave your seat (half-time, intermission, etc.). Students should not attend functions they do not plan to watch.

Parents are expected to be responsible for the supervision of their children when attending school activities. At indoor events, students should remain seated while the event is in progress.

- There should be no running around or playing games in the cafeteria for inside events.
- We expect appropriate dress and behavior at all events.

## **TARDINESS**

Students are expected to be on time to school and to class. Being punctual is a skill that students need throughout their lives. All tardies are considered unexcused, unless excused by the principal or faculty member.

## **TECHNOLOGY**

The OA & BCIG School Districts understands that technology is a critical tool in the pursuit of your child's education. OA-BCIG encourages students to use a variety of technologies to enhance their learning and engage him/her in the world both now and in the future.

When signing the Responsible Use Procedures, you are acknowledging that you understand and accept the information in this document and the Technology Handbook. You further agree to the OA & BCIG School Districts Responsible Use Procedures and Terms and Conditions for Device Usage.

OA & BCIG students and families understand that:

1. All users of the OA & BCIG networks and equipment must comply at all times with the district's Acceptable Use Policy. This policy is found under District-Board Policy 605 series which is available on the district web site, <http://www.oabcig.org/pages/district-policies>
2. Devices are available for student use and remain the property of OA-BCIG.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of devices and network must support education.
5. Students and families must follow all guidelines set forth in this document and by OA & BCIG staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all OA & BCIG devices whether on or off the school campus.
7. All files stored on OA-BCIG equipment or the network are property of the districts and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible to their teacher. This means no later than the next school day.
11. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
12. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

13. All users are expected to follow existing copyright laws and educational fair use policies.
14. Students may only log in under their assigned username. Students may not share their password with other students.
15. Students are encouraged not to loan device components to other students. Students who do so are responsible for any loss of components.
16. Any failure to comply may result in disciplinary action. OA-BCIG may remove a user's access to the network or device without notice at any time if the user is engaged in any unauthorized activity.
17. OA-BCIG reserves the right to confiscate the property at any time.

### **TELEPHONES**

School phones are for school business. Students will be called out of class for emergencies. All other phone messages will be relayed.

Phone #Main Office      712-668-2289                      Middle School      712-668-2827

Students may use the main corridor phone during noon, before school, and after school only. No cell phones, pagers, or personal electronic, music, communication, or game devices are allowed to be used during the regular school day except with special permission.

Although this is a public building, there are areas in which the expectation of privacy should be assumed. With the advances in technology, image transmission over the airwaves is now a reality. ANYONE TAKING ANY TYPE OF IMAGE-CAPTURING DEVICE INTO A LOCKER ROOM OR RESTROOM WILL BE SUBJECT TO IMMEDIATE CONFISCATION OF THE DEVICE AND OTHER POSSIBLE SCHOOL AND LEGAL PROCEEDINGS. NO pictures will be taken during school without teacher permission.

### **TORNADO PRODECURES**

Please be aware of the difference between a tornado watch and a tornado warning.

TORNADO WATCH: The possibility exists that a tornado may occur.

TORNADO WARNING: A tornado has been sighted and is heading in our direction.

When a tornado watch is issued for our area, the school staff will be alerted. This procedure will permit normal school activity to continue with a minimum of disturbance.

Tornado Drill Signal: A message over the public address system will announce tornado drills and warnings. Two drills per semester are required.

**Wednesday Early Out School Days** – OA-BCIG Schools will have 2:00 dismissals on most Wednesdays. These early dismissals allow time for teachers to train in research-based, best practices; collaborate with the purpose of improved student achievement; and develop techniques that can be immediately carried to the classroom to improve student learning. To ensure that students are in school during school hours, Wednesday early outs are an ideal time to address family needs such as medical and dental appointments.

### **VISITORS**

All visitors must check in at the school office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. The students' teachers should also receive notification.

**\*See Citizen's Feedback Form:**

Date \_\_\_\_\_ Citizen \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Citizens' Signature

Citizen Comment/Complaint/Concern

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Received by \_\_\_\_\_

Action Taken

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issue Resolved Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

If No, detail why and state plan to resolve

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was concern referred to supervisor? Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Supervisor's report on back of this form