

**OA-BCIG
HIGH
SCHOOL
HANDBOOK
2016-2017**

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**OABCIG DISTRICT SECTION
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INTRODUCTION

This handbook has been prepared so that students and their parents may become familiar with the rules, regulations, and procedures of OA 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

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

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 and life.

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.

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.

STUDENT CONDUCT

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.

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.
- We expect all students to demonstrate the Falcon Core beliefs of Leadership, Integrity and Pride

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.

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.

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.

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 is 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.

REMOVAL FROM CLASS (HIGH SCHOOL)

When a student is dismissed from class for discipline reasons, the first offense may result in a conference with the student, the principal, and the teacher before that student is readmitted. A half-hour detention is to be served with the teacher. A second offense may result in suspension

from the class with a conference being held with the student, the principal, the teacher, and the parent. A third offense may result in the student being dropped from the class for the semester and receiving no credit for the class. The student will be put in study hall, or sent to the Alternative school to allow for credit recovery.

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.

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.

CRISIS PLAN

Each building maintains a Crisis Plan.

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.

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 OA 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.

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.

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.

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 jr. strength acetaminophen for students 6-12 and extra strength acetaminophen for students over 12 administered per manufacturer's directions, 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.

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.

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.

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.

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.

FIRST AID

It is the policy of the OA 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.

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.

INTERNET

Guidelines to Student Internet Access at OA-BCIG

The OA 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.

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.

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 OABCIG 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.

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.

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.

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.

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.

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.

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.

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 - 5 years old - \$50, 6-10 years old \$25, over 10 years old \$10. Damaged books (still usable) – hardbound - \$1.00 to \$5.00, paperback - \$.50 to \$1.50.

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.

SMOKE FREE ENVIRONMENT

The OA-BCIG School Districts are smoke free environments. This includes e-cigarettes.

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.

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.

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 OA and BCIG Districts.

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.

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.

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.

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, pregnancy, socio-economic status, familial status or veteran status.

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

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, pregnancy, socio-economic status, familial status or veteran status 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, pregnancy, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial status or veteran status.

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

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 educate 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.

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, pregnancy, veteran status,

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 1st of the current year for Kindergartner's.

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 OA 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 OA 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.

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.

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.

GOOD CONDUCT POLICY

The purpose of the Good Conduct Policy is to encourage every student to take responsibility for his/her actions. It is also intended to serve as a deterrent, which discourages students from engaging in illegal activities.

OA-BCIG has established standards for all students. Students who violate the provisions of the Good conduct Policy will be subject to penalties. This policy applies to student conduct both in and out of school and year round.

Co-curricular activities are offered as an option and a privilege. OA-BCIG encourages participation by our students in co-curricular activities. Such participation is an important aspect of a complete and well-rounded education, even though it is not a graduation requirement. A student's participation in co-curricular activities shall be revoked only after a fair and impartial application of the guidelines of this policy.

This policy covers the following activities: Athletics, Instrumental and Vocal Music Performances (not including Concerts by Concert Band, and Concert Choir as this is one assessment in the student's grade), Jazz Band, Drama Productions, Speech Contests, Quiz Bowl, all honorary and elected offices (e.g. Homecoming Court Class Officers, Student Council, etc.), Cheerleading, Drill team, Mock Trial, and any other school activity where the student represents the school (district) outside the classroom.

II. GOOD CONDUCT POLICY

A. VIOLATION OF POLICY

ITEM 1: Determination of a violation will be based upon: admission by the student, conviction by a court of law, or investigation by school administration (any student who, after a hearing before the administration, is found more likely than not, to have violated the Good conduct Policy, will be subject to consequences as outlined in this policy). This investigation may include a report from law enforcement regarding pending charges. All reports from sources other than law enforcement, juvenile court, etc. are to be in writing and made in a timely fashion.

ITEM 2: This policy pertains to all students in grades 7-12. Students are subject to the Good Conduct Policy once they complete 6th grade. Any offense of the Good Conduct Policy committed after the completion of the 8th grade will be treated as a first offense. Infractions will accumulate throughout a student's high school career.

ITEM 3: COMPLETION OF SEASON PROVISION: If a student is found to have violated the school's Good conduct Policy, in order to serve any suspension of activities, the student must complete the season as a member in good standing to be eligible for the next activity. For example: A student/athlete who has previously only been a participant in volleyball violates the Good Conduct Policy in December. She elects to go out for track so as not to be suspended from volleyball. Her suspension will occur in track. However, she must complete the track season in good standing. If she complies, she will not be suspended from volleyball. However, if she does not comply, she will still be suspended when she goes out for volleyball.

Suspensions that cannot be fulfilled due to the lack of remaining scheduled contests shall carry over to the next activity in which the student participates. If the student does not fulfill the requirement with the subsequent activity, suspension time will still need to be fulfilled at a later date before student is eligible again.

ITEM 4: APPEAL PROCESS: The building principal will be the person to make the initial investigation, and make a ruling. Should the student wish to challenge the principal's ruling, subsequent appeals would be to the superintendent and then the Board of Education. During the appeal process, the student's suspension will remain in effect.

ITEM 5: COMPLETING SEASON IN GOOD STANDING: A student must complete a season in which they are working off a violation.

A. CONSEQUENCES FOR VIOLATIONS OF THE GOOD CONDUCT POLICY

CATEGORY A: Committing simple misdemeanor violations as defined by Iowa law (except for minor traffic violations, curfew and DNR violations), including illegal use, purchase and possession of alcoholic beverages and use, possession or purchase of tobacco products. Also, "gross misconduct" which is defined as conduct unbecoming a student at school or at school activities. Also, damage or destruction or theft of school property not exceeding \$300.00 in value would be a Category A violation.

Possession of alcohol includes being at a location or in a vehicle where alcoholic beverages are being illegally consumed. But, a student who has no prior knowledge of the presence and use of the illegal alcohol and takes reasonable steps to remove themselves from the situation as soon as possible shall not be considered in possession for purposes of this policy.

A student of any age using or possessing tobacco shall be in violation of this policy. This includes e-cigarettes.

FIRST OFFENSE: 2 weeks ineligibility from the date the incident is reported to the office. A minimum of 2 activities missed. Five hours of community service outside the school (Sheriff's Office, Ministers), and complete the Eligibility Form

SECOND OFFENSE: 6 weeks ineligibility from the date the incident is reported to the office. A minimum of 6 activities missed. Ten hours of community service, a parent/student/administrator meeting prior to regaining eligibility. Elected positions are suspended for one calendar year.

THIRD OFFENSE: 9 weeks of ineligibility from the date the incident is reported to the office. A minimum of 10 activities missed. Twenty hours of community service. A parent/student/administrator meeting prior to regaining eligibility. Elected positions are permanently suspended

FOURTH OFFENSE AND SUBSEQUENT OFFENSES: Suspension for one calendar year from all activities.

CATEGORY B: Committing violations of Iowa law, which constitute serious, or aggravated misdemeanors or felonies and damage or destruction or theft of school property exceeding \$300.00 in value. Also, illegal use of controlled substances including use, possession, purchase or selling of said substances and the possession of "drug paraphernalia" as defined by Iowa law, O.W.I. and "zero tolerance" violations (defined as .02 but less than .10 of 1% of alcohol in the blood by weight or any amount of a controlled substance in the blood) and illegal use or possession of alcoholic beverages on school property or at school activities.

FIRST OFFENSE: 6 weeks ineligibility from the date the incident is reported to the office. A minimum of 6 activities missed. Ten hours of community service, a parent/student/administrator meeting prior to regaining eligibility. Elected positions are suspended for one calendar year.

SECOND OFFENSE: 12 Weeks of Ineligibility, Minimum of 10 activities missed, 20 Hours of community service, Parent/Student/Administrator meeting, prior to regaining eligibility, elected positions suspended for one calendar year, Counseling through an approved program.

THIRD OFFENSE: Suspension for One (1) Calendar year, from all activities.

GUIDELINES:

Any students who commits an offense and is placed under the supervision of Juvenile Court Services or who receives a deferred judgment or sentence shall be considered in violation of the Good Conduct Policy.

If a student is found to be in violation of the Good Conduct Policy while serving under a suspension from a previous violation, the suspension periods will run consecutively.

If a student drops out of school while serving under the Good Conduct Policy, the consequences remain in effect until the suspension period has expired.

Elected positions would include, but not be limited to, Homecoming Court, Student Council, Class Officer, Prom Server, etc.

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 OA 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 OA 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.

School Pictures

Each year individual pictures are taken of all students by a professional photography. Package prints are available from the photographer. **All transactions are between the parent and the photo company, NOT the school.**

Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under the open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal or secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

District Wide Grading Scale

OA and BCIG School Districts use a common grading scale as follows:

A = 100-93	A- = 92-90	
B+ = 89-86	B = 85-83	B- = 82-80
C+ = 79-76	C = 75-73	C- = 72-70
D+ = 69-66	D = 65-63	D- = 62-60
F = 0-59		

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

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.

OA-BCIG High School Handbook 2016-17

Welcome to OABCIG High School. We hope that you take advantage of the many opportunities we will provide you over the course of your high school career. We encourage you to be involved in as many activities as possible. We offer a wide variety of activities, and hope that you will find a few that spark an interest. We have been fortunate to experience some success locally and statewide over the past few years of sharing and we anticipate this success to grow. We ask that whatever activities you choose, that you do your best to be successful, for yourself, and your teammates.

We ask that you respect your teachers, your classmates, and yourselves.

Have a great year!

OABCIG High School Directory

Larry Allen	Athletic Director
Linda Bates	FLEX Associate
Heidi Beck.....	Business
Kathryn Beyke	Art
Kim Bleckwehl	Transportation
Pat Brodersen.....	Custodian
Kurt Brown.....	Business
Steve Brown.....	Social Studies
Cristina Buse	Science
Megan Chizek.....	Math
Travis Chizek.....	Math
Sheri Conover.....	Resource Associate
Megan Dooley	Guidance Counselor
Melanie Eason	Resource Associate
Erik Eisele	Spanish
Kari Hadden	Business
Byron Hartwig	Industrial Tech
Tyler Johnson.....	Social Studies
KariAnn Jurgenson.....	Language Arts
Vicki Linman	Kitchen
Susan Lund	Para/STC
Susan Maass	Math/Science
Benjamin Mauritz.....	Instrumental Music
Jeff Miesner.....	PE/Weights
Patrick Miller.....	Principal
Tessa Mittag.....	Agriculture
Andrea Nielsen.....	FCS
Randy Nieman	Social Studies
Jeff Nollen	Custodian
Kaye Otto.....	English
Jacob Pedersen.....	Vocal
Mary Renze	Food Service Director
Lynzie Reisz.....	Resource
Shelly Schiernbeck	Para - FLEX
Carol Sadler.....	Science
Heather Spetman	Language Arts
Donna Rasmussen	Resource Teacher
Nicole Taylor	Resource Associate
Tasha Tromp.....	Secretary
Sharon Uhl	Para
Julie Weeda.....	Technology
April Wells.....	At Risk Coordinator
Cindy Wilcke.....	Library Associate

Falcon Academy Flexible Education Program

April Newquist-Wells	Director
Linda Bates	Para
Shelly Schiernbeck.....	Para

District Nurse

Tiffany Lindberg	School Nurse
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District Maintenance

Roger Walter Maintenance Director

District Transportation

Kim BleckwehlTransportation Director

John Scales Driver

Jeanie Grove Driver

Mike IversenDriver

Jack WeberDriver

Deanna Thies.....Driver

Terry Schoenfeld.....Driver

Rudy ThiesDriver

Dick BloyerDriver

Naomi LozierDriver

Brian Renze.....Driver

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CONDUCT AND BEHAVIOR

The basis for a high 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 OA-BCIG High School, you are expected to have the self-discipline required to accept the rights of all 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 personnel employed by the school district have the authority to correct misconduct at any time. All school activities are considered to be extensions 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 disruptive or 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, students, teachers, and administrators to discuss the issue(s).
3. Removal from class.
4. Loss of eligibility in activities as determined by the principal.
5. Paying for damaged or stolen property.
6. A combination of in-school and/or out-of school suspension with other penalties to be enforced with it.
7. Expulsion from school for the semester or for the school year.

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

CONSEQUENCES

Minor Offenses	Detentions
Serious Offenses	In-School Suspension (1-5 days)
Major Offenses	In or Out-of-School Suspension (1-10 days)
Expulsive Offenses	Out-of-School Suspension and recommendation to the Superintendent for expulsion

Exceeding five (5) offenses resulting in suspension in a year could result in a recommendation to the school board for expulsion for the remainder of the semester.

The following list is just that, a list, and is not intended to be all-inclusive. It would be impossible to list all potential inappropriate behavior violations. The principal will use this list as the basis for judgment in dealing with any inappropriate behavior.

CONSEQUENCES—TYPES

Examples of MINOR OFFENSES

Tardiness

Inadvertent use of
profanity

Study hall
misconduct

Removal from class

Running, pushing
and shoving in halls

Wearing of hat
during school day

Failure to have a
pass

Improper address
of teacher,
administrator, etc.

Dress code
violations (see
policy)

Examples of SERIOUS OFFENSES (1-5 days)

Truancy or
"skipping"—see
truancy under
attendance policy

Not serving doubled
detentions

Fighting—chose not
to evade fight

Insubordination to
school personnel

Accumulation of
three detentions

Stealing, defacing,
or damaging
school property or
the property of
others at school
(under \$50 value)

Examples of MAJOR OFFENSES (1-10 days)

Use of profanity or
obscene gestures
directed at any
school personnel

Possession or use of
alcohol on school
premises or at
events (Including
under the influence)

Fighting—started
fight

Threatening school
personnel

Harassment- sexual
or otherwise
including bully- type
behavior and/or
threatening other
students

Hazing/initiation of
classmates

Possession or use of
tobacco or e-
cigarettes on school
premises or event

Examples of EXPULSIVE OFFENSES

Possession and/or
sale and/or use of a
controlled
substance on
school premises

Indecent
exposure/sexual
promiscuity

Repeated truancy

Exceeding five (5)
suspensions in and
out of school

Stealing, defacing,
or damaging school
property or the
property of others
while on school
property (\$50 or
more in value)

Physical assault on
school personnel

Bringing a firearm to
school

Possession of weapon
or dangerous object

DISPLAY OF AFFECTION

Public displays of affection beyond holding hands will be considered as being unacceptable conduct. Parents will be contacted if students persist in such displays. Detentions may be given.

DETENTION

Detention time will vary depending upon the issue. It is to be served with the individual teacher or office depending on who issues the detention. All detentions must be served within two (2) days. Other time arrangements shall be at the discretion of the teacher. Detentions take priority over all extra-curricular activities. If the detention is not served in the allotted time, then it doubles, the doubled detention needs to be served in two days. If it is still not served, the student will serve a one day In School Suspension (ISS).

HALL PASSES

Students are to have a pass when in the hallways.

If a student wishes to see a teacher during a study hall period, the procedure to be followed is:

1. The student is to get a pass from the teacher before coming to the study hall. This pass must contain the time for the visit, plus the teacher's signature
2. After the tardy bell has rung and roll has been taken, the study hall teacher will give permission to those students who present pass slips to leave study hall.

Upon completion of the work in the classroom, the student is to return to the study hall and show the study hall teacher the pass with the other teacher's signature.

HALL CONDUCT

Students are expected to pass between classes with a minimum amount of noise. Loitering is to be kept to a minimum.

REMOVAL FROM CLASS

When a student is dismissed from class for discipline reasons, the first offense may result in a conference with the student, the principal, and the teacher before that student is readmitted. A detention is to be served with the teacher. A second offense may result in suspension from the class with a conference until a meeting is held with the student, the principal, the teacher, and the parent. A third offense may result in the student being dropped from the class for the semester and receiving no credit for the class. The student will be put in study hall, or be sent to Flex Ed to make up missed credit.

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 out and cleared by the principal or office secretary who must first get parental or emergency contact, permission. Failure to sign in and/or out could result in the student being truant. Students may not be permitted to go home for forgotten items.

HAZING AND INITIATION

Students are expected to respect each other. Any form of underclassmen initiation will not be permitted. Upperclassmen are not to degrade or ridicule underclassmen.

Regular BELL SCHEDULE

1 st hour:	8:25-9:08
2 nd hour:	9:11-9:54
3 rd hour:	9:57-10:40
4 th hour:	10:43-11:26
5 th hour:	11:28-12:38 A, B and C Lunch
6 th hour:	12:41-1:24
7 th hour:	1:27-2:10
8 th hour:	2:13-2:56
Success:	2:59-3:29

Early Dismissal Bell Schedule (you will be notified if it is an even or odd day the day prior) – We will be using a modified block schedule to allow classes to meet for a longer time period on early out days. This should provide better learning opportunities to all. There are 15 early out days for the 16-17 school year.

1 st or 2 nd	- 8:20 to 9:20
3 rd or 4 th	- 9:23 to 10:23
7 th or 6 th	- 10:26 to 11:26
5 th or 8 th	- 11:28 to 1:00

PARKING LOT PROCEDURES

In order to ensure maximum student safety the following regulations are in effect.

1. Students are to park only in the east parking lot
2. Bicycles, motorcycles, and mopeds are to be parked on the sidewalk by the HS baseball field.
3. Students are not permitted to be in the parking lot area during the school day without permission from the office.
4. Students are to drive cautiously and defensively while on the school grounds.
5. Student trucks, cars, mopeds, and motorcycles are to use extra caution and allow buses the right of way when they leave.
6. Students are not to park in the designated fire lane or handicapped parking areas.
7. Cars and trucks are to park in a north-south position.

8. No vehicle is to park on a center island or curbing.
10. Driving a vehicle to school is a privilege - not a right.

Violation of any parking lot procedures may result in one of these consequences:

- Warning to student and parent
- In-school suspension
- Loss of parking lot privileges.

CARDS, GAMES, RADIOS, CELL PHONES, ETC.

Cards, cell phones, etc. are not allowed to be used at school except when given explicit permission. Cell phones can be used during lunch, in the cafeteria, during passing time between classes or at the permission of the classroom teacher.

LIBRARY

Treat books with care so that many students may enjoy them. Do not take books from the library without checking them out with the librarian or library aide. Always return your books on or before the due date. Newspaper articles are not to be cut out unless permission is given by the librarian.

LOCKERS

Each student will be assigned a locker which is to be kept neat, clean and closed at all times. Padlocks are prohibited. School officials will cut off unauthorized padlocks if necessary. 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, without the presence of the student. 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. No unauthorized items are to be on the outside of the locker doors. Students are responsible for paying for damages to their locker. Locks or lockers are not to be jammed. If you would like your locker to be locked you will need to contact the office.

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 item stolen at school or at a school related function. Found items that are not claimed will be given to Mid-Sioux at the end of the quarter.

SEMESTER TESTS: Semester tests will be administered in most classes as a final assessment. Failure to take, or skipping, these tests could result in a no-credit for the semester.

LUNCH

The noon hour is closed. Students are to eat in the cafeteria. While students are encouraged to eat school lunches, they may bring their own lunch. Students will not be permitted to leave to pick up food from the restaurants, etc. Food is not to be delivered from restaurants, etc. Lunch money should be given to the Food Service Director either before school or during lunch. Students will be notified when their account is running low. Students who are below \$10 in the hole may be given an alternative menu, which could include sandwich, vegetable and milk. **Parents – please inform the school if you are bringing food for more than your own child.**

STUDY HALL

The following rules will be observed:

1. Speaking privileges: only with permission of study hall supervisor
2. Students must have permission of the supervising teacher to leave the study hall to go to:
 - a. restrooms (one male and one female at a time)
 - b. classrooms (must have a pass from that classroom teacher ahead of time or contact the teacher via phone or email)
 - c. library (must have a pass from the librarian, library aide, or a teacher requiring your use of the library)
 - d. counselor (must have a pass from the guidance office)
3. Students are expected to bring homework, paper, and pencil or pen to study hall. Do not expect to return to your locker for forgotten items. Also, magazines or newspapers may be checked out from the librarian.
4. Clean table and pick up debris around the table before leaving the study hall at the end of the period.
5. The supervising teacher shall determine what student behavior is acceptable.
6. Students who cannot discipline themselves in study hall will be subject to disciplinary action.
7. Students are to sign in and out of study hall.
8. Study hall supervisors have the authority to adjust these rules and make changes.

SUPERVISION OF STUDENT ACTIVITY

Every student activity must be supervised in order to be held as a school activity. Therefore, any student who is unsupervised will be asked to leave the premises. For example, the cheerleaders must be sponsored during their practice just like a student who lifts weights must be sponsored. "Sponsored" means that a school staff member is present to observe, instruct, and otherwise supervise.

TEACHER'S WORK ROOM

The teacher's workroom is off limits to students at all times. If you must see a teacher, you are to knock on the door.

TELEPHONE CALLS

Students may use the school office phone **ONLY** after first obtaining permission from the secretary or principal. Students receiving telephone calls will have a message placed in the office window. Only in an emergency will the student be called to the phone. Students' can use cell phone in office with permission.

School To Career

School to Career job placements is contingent upon completing the STC (School to Career) course and will be part of the School to Career Program.

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 may result in disciplinary action to include but not necessarily limited to the following: (1) conference with the student, parent, teacher and principal; (2) testing or retesting of student knowledge /skills in the area(s) where the cheating took place; (3) adjusted grade. Incidents of cheating on homework and/or daily work assignments may be subject to appropriate action as determined by the teacher.

CLASS AUDIT/REPEATING A COURSE

A senior may, at the teacher's approval, be allowed to take a course for audit (no grade). No credit will be given, but the report card will denote the audit. Auditing needs to be declared at the beginning of the course (first two weeks). The student must complete all assignments and take quizzes or tests involved. If a student receives a D or F in a class, the student may repeat that semester. The new grade and the previous grade will be averaged to determine the final grade.

COLLEGE REPRESENTATIVES

Various colleges call at our school, and any senior interested may be given time to visit with the college rep. Passes are to be obtained from the counselor and signed by the classroom teachers for the time of visitation. Teachers are to be given a two-day notice of this visitation request. Juniors may request in-school visitations. The counselor will decide if your intentions are serious.

COLLEGE VISITS

Two days may be given any junior or senior to visit a college campus considering enrolling at an institution. Approval of the counselor is necessary. All work should be

made up prior to the absence.

COURSE CHANGES

No student will be allowed to change his/her schedule without permission from the parents, counselor, involved teachers and advisor. There is an add/drop form available from the counselor. Changes are to be made prior to the start of the semester. After these deadlines if a parent or student requests a course to be dropped, the student will receive an "F" or no credit for the semester.

EARLY GRADUATION

Where graduation is desired before a student has completed eight (8) semesters of high school, a request is to be filed with the counselor, principal and superintendent at least one (1) semester in advance of that time. Final approval can only be given by action of the Board of Education.

GRADING AND REPORT CARDS

Grades are an evaluation on 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 high school records. **We only record them... you earn them. Semester tests are required, if you choose to skip them you will fail the course.**

No transcript may be released without the written, or oral, consent of (a) the parent, when the student is not 18 years of age, (b) the student, once he/she is 18 years of age or older.

INCOMPLETE GRADES

All incomplete work must be made up 10 school days after the quarter/semester ends or the student receives zeroes. The only exception to this is 4th quarter. All grades must be finalized/made up by the last day of the 4th quarter. All seniors must have work completed by their scheduled final day of classes. Special circumstances may be considered by contacting the principal in advance for possible exceptions.

GRADUATION REQUIREMENTS

Forty-six credits are needed to graduate of which two credits for four years of physical education will be recognized. Music classes will be given 1 credit per semester. A total of 8 music credits can be applied towards graduation. One credit is given for each course that meets 1 period per day for 5 days per week, for an entire semester of 18 weeks. Exceptions to this rule follow: A student must be enrolled in 7 Courses plus PE; this could include Band, and Choir.

Course requirements are as follows:

8 credits or 4 years of English or Language Arts

- 6 credits or 3 years of Social Studies (beginning with class of 2010)
- 6 credits or 3 years of Science (beginning with class of 2010)
- 6 credits or 3 years of Mathematics (beginning with class of 2010)
- 2 credits or 4 years of Physical Education
- 1 credit or 1 semester of Health
- 1 credit or 1 semester of Technology
- 1 credits or 1 semester of Personal Finance
- A minimum of 14 electives are needed.

No student will be allowed to go through graduation exercises without successfully completing requirements as stated in board policy.

COMMENCEMENT

Any student who has met the requirement for graduation, and who follows the rules set by the administration, will be allowed to participate in commencement ceremonies. If a student fails to participate in commencement ceremonies, the student shall still receive his/her final progress report and diploma for completion of graduation requirements.

HONOR ROLL

Criteria for Honor Roll

SILVER HONOR ROLL: 3.00 – 3.66
 GOLD HONOR ROLL: 3.67 – 4.0

- Classes not included in Honor Roll: PE, EBCE, STC Work Experience, classes taken for college credit only, classes taken at an alternate educational site, Flex-Net Courses, CNA, Health Occ.
- C- or any grade below that in any area keeps student off honor roll
- INC may keep student off published honor roll, if INC is made up within the two-week period that is given to complete and grade(s) are satisfactory, honor roll status will be given
- Student must have at least four regular education grades eligible for honor roll
- If a student takes an AP course, the weighted grade is NOT figured in to Honor Roll

GPA

1. Figured at the end of each semester
2. Students moving into our district are assigned a previous GPA based on grades they have earned from the previous school(s) and using our GPA scale.
3. Only AP Grades Apply for weighted grades – student must finish the entire year and take the exam at the end of the year to qualify for the weighted grade – “C” and above weighted.
4. Classes not included in GPA: PE, STC Work Experience, EBCE, classes taken at an alternative educational site, Flex Net Courses, CAN, Health Occ.

WEIGHTED GRADES

Juniors and Seniors are recorded the same: Students are assigned the weighted grade at the end of the first and second semester (this can be adjusted if requirements for a weighted grade are not met).

WEIGHTED GRADING

The following classes are eligible for the weighted grading scale: All AP Courses.

To receive a weighted grade, students must meet the following requirements:

1. Must enroll in the advanced placement courses(s) for an entire academic school year. (Should the student withdraw before the end of the academic year, the grade(s) will be determined on a 4.0 grading scale.)
2. Must earn a (C) or better on their semester grades in their advanced placement course.
3. Must take the advanced placement examination for the course(s) if enrolled in AP US History, AP Chemistry, AP Calculus, AP Biology, AP English

Students enrolled in advanced placement classes will receive their weighted credit at the end of each semester. However, the student must continue in the advanced placement class (es) AND take the advance placement examination to receive the weighted grade.

The weighted grade will be used only when calculating a student's cumulative grade point average (GPA) and is not applicable when computing other grading issues, i.e. honor roll, etc.

GRADING SCALES

4.0 SCALE	GRADE	WEIGHTED 5.0 SCALE
4.00	A	5.00
3.67	A-	4.67
3.33	B+	4.33
3.00	B	4.00
2.67	B-	3.67
2.33	C+	3.33
2.00	C	3.00
1.67	C-	
1.33	D+	
1.00	D	
.670	D-	
.000	F	

ACADEMIC LETTER

Must earn an "A" or a "B" for both semesters in each class within one school year.

Any grade below a "B" ("B-"disqualifies) excludes from the award.

HONOR CORDS

Based on 4 years cumulative GPA

Medallion: 3.75 and above (also receive Gold Honor Cord)

Gold: 3.67 to 3.74

Silver: 3.25-3.66

POST-SECONDARY ENROLLMENT OPTION

Students in grades 9-12 may receive academic credits toward graduation for enrolling in and completing courses taught in post-secondary educational institutions. All Junior and Senior students are eligible, as well as TAG students in grades 9 and 10. Interested students should register through the guidance counselor and courses shall be approved on a case-by-case basis. Course costs up to \$250 will be paid by the school district. However, if a student fails a course, the student is responsible for the cost of the course and must reimburse the district. Courses must be completed within the OA-BCIG academic year. Those courses completed outside the academic year will not be reimbursed. Students must register for fall courses by May 1 and for spring courses by October 1 of each year (the exact date may vary depending upon college course materials, and the guidance counselor)

DANCES

The principal must approve all school dances at least three weeks in advance. Dances are to be held on Friday or Saturday nights. Cleaning up after the dance is the responsibility of the organization sponsoring the dance. At least two teachers must be present at the dance to help chaperone, and the names of those teachers are to be turned in to the principal at least two days prior to the dance. Once the student leaves the building they will not be readmitted to the dance. Dances are only open to students in grades 9 through 12 (no middle school students). All school rules apply at a dance. Any exceptions to the above must be made by the principal.

PROM

The junior class shall raise money, as approved by the administration and sponsors, for the purpose of presenting the annual Junior-Senior Prom. A banquet may be served where juniors, seniors, and faculty may be invited. Juniors and seniors may invite guests from outside of the school (high school or older) to the prom by placing their name on a guest list, which is to be kept by the junior class sponsors. The class member is responsible for their behavior. All funds left over after expenses are paid will be carried

forth to the next year's senior class. Juniors are responsible for cleaning up after the prom. If held on a Friday a student must be in school all day or they will not be allowed to attend prom.

STUDENT PUBLICATIONS

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

1. Students shall not publish or distribute materials that are obscene, libelous or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school.

Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school sponsored publications. Publication advisors, along with the principal, will determine the time, place and manner for the distribution of student publications.

ATTENDANCE

TEN DAY ABSENCE POLICY

A student in grades 9-12 shall be required to attend each class a minimum of **ninety percent (90%)** of the days during a semester in order to receive graduation credit for that class. Failure to meet this minimum may result in an incomplete grade for the course work.

The limits noted below are calculated for classes that meet on a daily basis. For those classes that meet on other than a daily basis, students will be required to be present and participate **ninety percent (90%)** of the time for each unit or activity involved. An unexcused tardy will be assigned when the student is late for a class without an excused pass from another teacher or from the office.

Absences which are due solely to hospitalization, or illness confirmed by medical personnel will not be counted in the ten (10) day limit if parents immediately provide the school with a written doctor's excuse which lists the specific dates in question. Other absences that will not count on the ten (10) day limit include approved school activities; school suspension; or funerals. Unless otherwise indicated, students who miss class due to requests from administrators and counselors fall within the approved school activities category.

All other absences, whether they are considered excused or unexcused, will count toward the ten-day limit.

TEN (10) ABSENCES

When a student accumulates ten (10) absences to any class during a semester, he/she will receive written notification of his/her status. Special needs students will be referred to their staffing teams. Once a student reaches ten (10) absences, he/she may choose one of the following options:

1. The student may, with teacher's permission, choose to remain in the class on an **AUDIT** basis with no credit given, so long as the student's presence in the classroom is not disruptive to the educational process.
2. The student may choose to be **TRANSFERRED** to a study hall upon approval of the school administrator. Students choosing this transfer, and who are failing, will receive an "F". Students not failing will receive "NC".
3. The student may **APPEAL** for a **CONTRACT** with the teacher to earn credit. The student must meet with the teacher and complete an appeal form that may be obtained from the teacher or the high school central office.
4. The student may request an **APPEAL** of the **NUMBER** of absences.

The Appeal Process is as follows:

A student and/or his/her head of household may request a hearing of the OA-BCIG High School Appeal Board concerning any administrative enforcement of the Attendance Regulations which would result in the loss of credit for class.

Students on an IEP who exceed the ten (10) day limit will be referred to their staffing teams.

To request an appeal, the student and/or his/her head of household shall contact the High School Principal or Secretary. If further appeal process is necessary, a written notice of appeal should be filed with the OA-BCIG High School Appeal Board within three (3) days after the contested notification of his/ her failing status. Appeal forms may be obtained from the high school central office.

During the processing of the student's appeal, the student shall be allowed to remain in his/her class. Unless reversed or altered, the contested action shall become effective and enforceable upon the abandonment of the appeal process by the student and/or his/her head of household or upon the confirmation of the OA-BCIG High School Appeal Board.

The OA-BCIG High School Appeal Board shall consist of one administrator, one counselor, and three classroom teachers. No classroom teacher of an appealing student shall be a member of the Appeal Board. Primary judgment concerning the reasonableness of excuse rests with the administrator.

TRUANCY/SKIPPING

There may be issues where credit for the day or part of a day on which the truancy occurs will be impossible to make up. The following will be used in truant situations:

FIRST TRUANCY: One day of in-school suspension, disciplinary report sent home,

contact made with the parent.

SECOND TRUANCY: Two (2) days of in-school suspension, disciplinary report sent home, conference with the student, parent and the principal.

THIRD TRUANCY: High school principal may make expulsion recommendation or recommend placement at FLEX Ed Center. Other options deemed appropriate will be considered on a case-by-case basis.

REQUESTS TO LEAVE

Parents should telephone the principal's office before 9 a.m. if the student is supposed to leave the school during any period of the day, stating the time student is to leave and the reason for leaving. A telephone call is the preferred way to obtain a pass and then no written notification is necessary.

Students are responsible for picking up passes and for presenting the passes to the teacher before reporting to the office and following the sign out procedures required of all students who leave the building. Leaving the building without following the proper procedures will be considered truancy.

"YELLOW SHEET"

The Permit to be Absent form, known as the "Yellow Sheet", needs to be picked up at the office, filled out and returned to the office before a student is absent. If a student fails to return the form, the absence will be counted as unexcused. The "Yellow Sheet" is needed for co-curricular activities, college visitations, school-sponsored field trips, and when a student knows in advance they are going to be absent. Yellow sheets must be turned in by 4:00 the day PRIOR to a student being gone. If the yellow sheet is not turned in a student will not be allowed to attend a school-planned activity.

EXCUSE VERIFICATION

In the event the principal feels it is necessary to verify an excuse given for an absence, the principal may take appropriate steps to do so.

STUDENT WRITTEN EXCUSES

When a student is an emancipated minor or of majority age (18 or older), and is not residing with the student's parents or guardians, or is married, the student may write his/her own note without parental or guardian verification. The principal is to be notified in advance, by student and parent, of these situations.

TARDIES

All teachers will monitor student tardies. When a student is tardy, the teacher will inform them of the tardy, and how many tardies they currently have. Upon reaching three tardies a student will serve a detention with the appropriate teacher. First hour tardies will be treated differently upon reaching 6 per semester. At that time a student serves an ISS.

REPORTING AN ABSENCE

When a student is absent from school, the parents/guardians are to call the office by 9:00 a.m.

AFTER AN ABSENCE

When a student returns to school, the student **MUST** have a note from home stating the reason for the absence, or the office **MUST** receive a phone call from the parent/guardian. It is very important that the school maintain accurate records. The note will be placed in the student's attendance file. No parental note or telephone call within 24 hours may result in the absence being unexcused.

UNEXCUSED ABSENCES

Students may receive a zero for work missed because of an unexcused absence in some cases. The following are examples of situations that would be unexcused. This list is not to be considered as all-inclusive.

1. Shopping
2. Tanning
3. Car trouble
4. Oversleeping
5. Personal errands
6. Haircuts/beautician appointments
7. Missing the bus
8. No parental note or telephone calls within 24 hours of absence
9. Senior Pictures
10. Others, as determined by the principal

NOTE: While parents have the right to determine whether or not a student will miss school, **SCHOOL OFFICIALS HAVE THE RESPONSIBILITY OF DETERMINING IF THE ABSENCE WILL BE EXCUSED OR UNEXCUSED.** Absences which are unexcused are those which have not been properly excused by the parent **AND** the school official.

EXCUSED ABSENCES

Students with excused absences will be allowed to make up work. Students are allowed the number of days absent plus one-day to make up work. It is the student's responsibility to obtain the makeup work and to have it completed on time. Make up work that is not completed or turned in to the instructor within the stated limit may not receive credit.

Examples of excused absences would include:

1. Illness
2. Dental appointment with dentist's note

3. Legal appointments, must be approved in advance
4. Work at home if approved in advance
5. Family emergency
6. College visits by juniors or seniors

Whenever you are unsure if an absence will be excused, please call the high school office.

ATTENDANCE - SCHOOL SPONSORED ACTIVITIES

Students who wish to practice or participate in school sponsored activities must be in attendance by 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.**

ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

To be eligible to take part in any activity involving other schools or a public performance, a student must earn a passing grade in all subjects from the previous semester.

If a student is not passing all subjects at the end of the first semester, he/she will be placed on the ineligibility list for **30 consecutive calendar days** in the activity in which the student is a participant. This definition shall not apply to a student starting the 9th grade.

At the end of a grading period that is the final grading period in a school year, a contestant in interscholastic activity who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic activity for the **30 calendar days** following the end of the final grading period. Students must complete the season in good standing to abide by the rule.

Performances **required** for a particular subject will require alternative grading in lieu of a public performance.

Students will continue to be subject to the "Mid Term Policy". Progress reports will be gathered and sent home at the mid-point of every quarter. Students who are failing any class at progress report time will be ineligible for a 7 day period running from 8:30 Monday morning, to 8:30 Monday morning. If they have raised their grade to a passing level they will be eligible to compete at that time. If not, they will remain ineligible for another 7 days. Students who receive an F at the end of a quarter will be ineligible for 7 days (Monday Morning to Monday Morning).

Students receiving an incomplete when progress reports are due will also be deemed ineligible. They will become eligible immediately upon completing missing work and earning a passing grade.

CONFLICTS WITH TWO ACTIVITIES

In the event that two, or more, activities fall on the same day the following guidelines will be used:

1. State/District/Conference events take precedence in that order.
 - a. Conference would mean a conference wide event, such as track/volleyball/basketball/wrestling/softball/baseball tournament play. This could also include Conference Quiz Bowl/Speech etc. (this would not include the Conference Indoor Track Meet).
2. Varsity events take precedence over JV/JVR/Freshman activities.
3. Regularly scheduled activities take precedence over re-scheduled activities. Students do not have a choice in these instances and are expected to attend the regularly scheduled event.
4. If two activities are 'equal' in terms of the above criteria, the student and his parents will make the decision as to which event will be attended.

NOTE: If a question exists as to which activity a student should participate in, the principal or sponsors/coaches of these activities may have input if the integrity of the program is at stake.

** A spirit of cooperation is expected amongst adult coaches/sponsors. We all should feel that our activity is important, but need to understand that all coaches feel that way. We share students, and need to work together to provide a positive experience for all.

CELL PHONE POLICY

Cell phones are not to be used without permission during the school day (8:20-3:29), with the exception of during a student's lunch period in the cafeteria and passing time between classes.

In the classroom cell phones should be turned off and put away. Students should place phone in backpack, bag, or pocket. They should not be out unless instructed by staff member. If student is using their phone without permission it should be taken and brought to the office where student can pick up at the end of the day.

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

Students can request to use cell phone in office with permission.

FACEBOOK

Students should be aware that pictures found on Facebook, or other similar sites can be used against students in Good Conduct Policy issues.

DISTRIBUTION OF MATERIALS

Students and citizens have the right to freedom of speech. However, these rights are limited inside the schoolhouse. Anyone wishing to distribute material that is outside the normal routine of the school day needs to clear both the message, and the method of sharing that message with the building principal. Information pertaining to allowable messages and appropriate methods of distribution can be found in Board Policy 508.

**THANK YOU FOR CHOOSING THE
ODEBOLT ARTHUR BATTLE
CREEK-IDA GROVE COMMUNITY
SCHOOL DISTRICTS FOR YOUR
CHILD(REN)'S EDUCATIONAL
DEVELOPMENT.**

**HAVE A WONDERFUL 2016-2017
SCHOOL YEAR**

