

OABCIG  
ELEMENTARY  
SCHOOLS  
Parent/Student  
Handbook

**Respectful - Responsible - Ready**

**2018 -2019**

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## Contents

|  |           |
|--|-----------|
| <b>OABCIG DISTRICT HANDBOOK INFORMATION .....</b>          | <b>5</b>  |
| <b>INTRODUCTION .....</b>                                  | <b>5</b>  |
| <b>RESPONSIBILITIES of PARENT AND STUDENT .....</b>        | <b>5</b>  |
| <b>ACCIDENT INSURANCE .....</b>                            | <b>5</b>  |
| <b>ACCESS TO STUDENT RECORDS.....</b>                      | <b>6</b>  |
| <b>ASBESTOS HAZARD EMERGENCY RESPONSE ACT .....</b>        | <b>6</b>  |
| <b>ATTENDANCE .....</b>                                    | <b>6</b>  |
| <b>BUS RULES .....</b>                                     | <b>7</b>  |
| MINOR INFRACTIONS:.....                                    | 7         |
| MAJOR INFRACTIONS.....                                     | 7         |
| TRANSPORTATION TO/FROM OUT-OF-TOWN EVENTS .....            | 7         |
| <b>CHANGE OF ADDRESS.....</b>                              | <b>8</b>  |
| <b>CHILD ABUSE REPORTING .....</b>                         | <b>8</b>  |
| <b>CHILD CUSTODY .....</b>                                 | <b>8</b>  |
| <b>CHURCH NIGHT/FAMILY NIGHT .....</b>                     | <b>8</b>  |
| <b>CITIZEN FEEDBACK FORM .....</b>                         | <b>8</b>  |
| <b>CRISIS PLAN.....</b>                                    | <b>8</b>  |
| <b>DISTRIBUTION OF MATERIALS Board Policy 903.5R1.....</b> | <b>9</b>  |
| <b>DRESS CODE (Board Policy 502.1) .....</b>               | <b>11</b> |
| <b>EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY .....</b>      | <b>12</b> |
| <b>GUIDANCE SERVICES .....</b>                             | <b>12</b> |
| <b>HEALTH INFORMATION .....</b>                            | <b>12</b> |
| COMMUNICABLE DISEASES .....                                | 12        |
| Dental Screening.....                                      | 13        |
| First Aid.....   | 13        |
| <b>Head Lice .....</b>                                     | <b>13</b> |
| ILLNESS AND INJURY .....                                   | 13        |
| IMMUNIZATION CERTIFICATES .....                            | 13        |
| <b>Initiations, Hazing, Bullying or Harassment.....</b>    | <b>14</b> |
| <b>INTERNET AND ONLINE POLICIES.....</b>                   | <b>15</b> |
| <b>INTERVIEWS WITH STUDENTS, INVESTIGATIONS .....</b>      | <b>16</b> |
| <b>MULTICULTURAL, NONSEXIST EDUCATION .....</b>            | <b>17</b> |
| <b>MIGRANT COORDINATOR- .....</b>                          | <b>17</b> |
| <b>SCHOOL CANCELLATION OR CLOSING .....</b>                | <b>17</b> |
| <b>SCHOOL PRIDE AND SCHOOL SPIRIT .....</b>                | <b>18</b> |
| <b>SEARCH AND SEIZURE .....</b>                            | <b>18</b> |
| <b>SMOKE FREE ENVIRONMENT.....</b>                         | <b>19</b> |
| <b>STUDENT CONDUCT INFORMATION .....</b>                   | <b>19</b> |
| DUE PROCESS RIGHTS-STUDENTS.....                           | 19        |
| EXPULSION PROCEDURE .....                                  | 19        |
| LEAVING THE BUILDING .....                                 | 20        |
| PROFANITY/OBSCENE GESTURES.....                            | 20        |
| STUDENT CONDUCT/BEHAVIOR AT EXTRA-CURRICULAR EVENTS.....   | 20        |
| SUSPENSION PROCEDURES.....                                 | 20        |
| In-school .....  | 20        |
| SUSPENDABLE VIOLATIONS .....                               | 21        |
| TRUANCY/SKIPPING .....                                     | 21        |

|   |           |
|---|-----------|
| WEAPONS .....   | 21        |
| STUDENT RECORDS .....   | 22        |
| TECHNOLOGY .....  | 22        |
| TEXTBOOKS.....  | 23        |
| TRANSFERS IN/OUT OF DISTRICT .....                            | 23        |
| VALUABLES .....   | 24        |
| Wellness Policy .....   | 24        |
| <b><i>OABCIG ELEMENTARY PARENT/STUDENT HANDBOOK</i></b> ..... | <b>25</b> |
| ATTENDANCE .....  | 25        |
| ABSENCES .....  | 25        |
| Cold Weather Guidelines.....                                  | 25        |
| ILLNESS .....   | 25        |
| Lockers and Desks .....                                       | 26        |
| SCHOOL HOURS.....   | 26        |
| Water Bottles.....  | 26        |
| <b>DURING SCHOOL</b> .....                                    | <b>26</b> |
| CLASS PARTIES .....   | 26        |
| DISCIPLINE .....  | 27        |
| DRESS AND GROOMING .....                                      | 27        |
| Field Trips .....   | 28        |
| FIRE AND STORM DRILLS .....                                   | 28        |
| MEALS.....  | 28        |
| NOTES FOR AFTER-SCHOOL PLANS.....                             | 28        |
| SHOW 'N TELL .....  | 28        |
| Special Education Services.....                               | 29        |
| TELEPHONE USE .....   | 29        |
| TEXTBOOKS.....  | 29        |
| TOYS AND TOOLS .....  | 29        |
| <b>BEFORE / AFTER SCHOOL</b> .....                            | <b>29</b> |
| BICYCLES .....  | 29        |
| HOMEWORK .....  | 30        |
| LOST FOUND/PERSONAL PROPERTY .....                            | 30        |
| PLAYGROUND SUPERVISION .....                                  | 30        |
| Pets on School Grounds.....                                   | 30        |
| STUDENT CONDUCT/BEHAVIOR AT EXTRA-CURRICULAR EVENTS .....     | 30        |

# **OABCIG DISTRICT HANDBOOK INFORMATION**

## **INTRODUCTION**

*This handbook has been prepared so that students and their parents may become familiar with the rules, regulations, and procedures of OABCIG School District. 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.*

## **RESPONSIBILITIES of PARENT AND STUDENT**

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

## **ACCIDENT INSURANCE**

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

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

### **ACCESS TO STUDENT RECORDS**

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

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

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

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

Our asbestos coordinator also inspects for asbestos twice a year.

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

A management plan is written based on laboratory findings and inspection reports. The management plan outlines our school's intent in controlling and abating any asbestos-containing materials. The asbestos management plan is available for inspection at all attendance centers. In the past, asbestos was used extensively in the United States in building materials for its insulating and fire retarding capabilities. The primary concern arises when these materials begin to deteriorate or become damaged. We will keep you informed about inspection results and update you periodically regarding our compliance process. Please make an effort to education your children about this process and assure them it is safe. If you have any questions about the inspection, feel free to talk to the superintendent or asbestos coordinator.

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

### **ATTENDANCE**

OABCIG Schools are committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected and are essential for success in school.

Learning to participate in group discussions, developing an appreciation for the rights and abilities of others, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to an absence can never be adequately replaced.

Research studies demonstrate a positive correlation between good attendance records and good achievement in school. Further, students with a lower absence rate tend to develop a more

responsible attitude, to display more satisfaction with school, and to achieve greater success in school endeavors.

It is the parents' responsibility to ensure that their children attend school on a daily basis. A student's habitual absence does reflect on parents and their feelings about school. If parents do not feel school is important, neither will their children.

A complete record of absences and tardies is kept as part of the student's permanent record. It is usually one of the first items an employer asks about.

## **BUS RULES**

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

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

### **MINOR INFRACTIONS:**

1. Bus drivers may give verbal warnings to student, speak with the student's parent, or speak with the student's principal in an informal effort to change the student's behavior. This step is not required.
2. First Offense: Bus drivers will use a school-approved form to communicate to the principal the nature of the student's offense. The form is given to the student's principal and the principal meets with the student, calls the student's parent/guardian, and sends the form home with the student to be signed by the parent/guardian. If the form is not signed on the next occasion the student rides the bus, bus privileges will not be offered.
3. Second Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for three to five (3-5) days.
4. Third Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for seven to ten (7-10) days.
5. Fourth Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for the remainder of the semester or fifteen (15) days; whichever is longer.

### **MAJOR INFRACTIONS**

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

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

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

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

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

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

- At the conclusion of the event, a student may travel with their parents (and only their parents) if the parent gets permission from the sponsor. Travel with anyone other than a parent,

requires prior approval from the building level principal.

- A student may travel to an event with a parent, or someone other than his or her parent, only with prior approval from the building level principal.

### **CHANGE OF ADDRESS**

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

### **CHILD ABUSE REPORTING**

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

Level One— Alan Henderson – 364-2360 or Julie Staley – 364-2360  
Doug Mogensen -- 668-2289 or Jo Lyons – 668-2289

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

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

### **CHILD CUSTODY**

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If one parent has a court order that limits the rights of one parent in matters such as custody or visitation, a copy must be brought to the office. Unless the court order is on file at the school, equal rights must be provided to both parents. Parents need to notify the school if an additional report card is needed.

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

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

### **CITIZEN FEEDBACK FORM**

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

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

An anonymous complaint and any complaint that is not submitted in writing on the Citizen's Feedback Form shall not be considered by the Board in any manner.

### **CRISIS PLAN**

Each building maintains a Crisis Plan.

### **District Wide Grading Scale (High school and Middle School)**

OABCIG School Districts use a common grading scale as follows:



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

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

**DISTRIBUTION OF MATERIALS Board Policy 903.5R1**

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

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

**I. Guidelines**

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

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

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

**II. Procedures.**

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

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

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

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

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

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

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

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

III. Time, place and manner of distribution.

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

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

IV. Definitions.

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

1. "Obscene to minors" is defined as:
  - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption"

is defined as any disruption which interferes with or impedes the implementation of that program.

- (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- 4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
- 5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
- 6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
- 7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

### **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.

### **EMERGENCY PROCEDURES**

The building principal and staff will evaluate all emergency procedures. The principal's office will document all drills and any comments. Any student who is hearing or physically impaired, or who

otherwise cannot comply with the intent of the signal will be given these directions through an appropriate alternative form of communication. Their classroom teacher will assist students who are unable to comply with the directions because of a disability. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher. Staff members are made aware of the location of fire alarms and fire extinguishers and how to use them.

## **EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY**

It is the policy of the *OABCIG District* not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact

*Doug Mogensen*  
*Odebolt Elementary Principal*  
*600 South Maple Street*  
*Odebolt IA 51458*  
[712-668-2827](tel:712-668-2827)  
*Email: [dmogensen@oabcig.org](mailto:dmogensen@oabcig.org)*

*Alan Henderson*  
*Ida Grove Elementary Principal*  
*403 Barnes Street*  
*Ida Grove IA 51445*  
[712-364-2360](tel:712-364-2360)  
*[ahenderson@oabcig.org](mailto:ahenderson@oabcig.org)*

Inquiries or grievances related to this policy may be directed to the Affirmative Action Coordinator, listed above, 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.

## **GUIDANCE SERVICES**

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

## **HEALTH INFORMATION**

### **Administration of Medication:**

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

The elementary and middle school will have antibiotic ointment and anti-itch ointment if needed. The elementary and middle school will also have jr. strength acetaminophen for students 6-12 and 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.

### **COMMUNICABLE DISEASES**

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

diseases, parents should use their good judgment in keeping sick children home from school.

### **Dental Screening**

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

### **First Aid**

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

### **Head Lice**

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

If lice are found during school, the parent or guardian will be contacted. Treatment information will be sent home with the student. Exposure notices will be sent home with students in the identified class.

### **ILLNESS AND INJURY**

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

### **IMMUNIZATION CERTIFICATES**

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

#### **Screenings:**

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

#### **School Nurse:**

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

### **Homeless Students**

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

The OABCIG 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 OABCIG 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, Ida Grove Elementary Principal 712-364-2360.

### **HUMAN GROWTH AND DEVELOPMENT**

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

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

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

### **Initiations, Hazing, Bullying or Harassment**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. There is an official form to fill out for those students who wish to file a complaint with the district. The forms can be obtained from any building office.

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

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

Sexual harassment includes, but is not limited to:

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

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

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

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

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

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

## **INTERNET AND ONLINE POLICIES**

*(For complete policy, see the Technology Handbook for Parents and Students available on the school website)*

The OABCIG Community School District recognizes the role of technology in preparing students for success in life and work in the 21st century. It also requires students and staff to learn to use the District's technology resources appropriately. To that end, the District will provide students and staff with appropriate access to its network; including the Internet and other resources available through it. 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.

The purpose of the District's network is to support and enhance education. Uses that might be acceptable on a personal account on another system may not be acceptable on the District's educational system. Appropriate uses include instructional activities and assignments, as well as professional or career development activities.

We do expect that the students and staff of OABCIG will hold themselves to a higher standard of conduct and use their Internet and Online access for an educational research tool. The following is a list of OABCIG Internet and Online guidelines; they may be amended as the need arises:

- The use of the District network and access to the Internet is a privilege, not a right.
- Users will be held responsible for their actions when using the network.
- 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.
- You should adhere to online protocol:
  - Respect and follow all copyright and license agreements.
  - Cite all quotes, references and sources.

- Remain on the system only long enough to get needed information, and then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- 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.
- 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, information, or other data on district devices will be private.
- Inappropriate uses will result in suspension or revocation of user privileges and/or other disciplinary action.
- User activity, which is an apparent violation of law, may be disclosed to law enforcement authorities or other third parties without prior consent of the offending person.
- Demonstrated intent to violate this policy may be considered the same as an actual policy violation.
  - (Demonstrated intent means evidence of actions that, if successful or if carried out as intended, would result in a policy violation.)

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

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

Second Offense: Loss of Internet access for four weeks.

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

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

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

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

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

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



## **MULTICULTURAL, NONSEXIST EDUCATION**

It is the policy of the *OABCIG District* not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact

*Doug Mogensen*  
*Odebolt Elementary Principal*  
*600 South Maple Street*  
*Odebolt IA 51458*  
[712-668-2827](tel:712-668-2827)  
*Email: [dmogensen@oabcig.org](mailto:dmogensen@oabcig.org)*

*Alan Henderson*  
*Ida Grove Elementary Principal*  
*403 Barnes Street*  
*Ida Grove IA 51445*  
[712-364-2360](tel:712-364-2360)  
*[ahenderson@oabcig.org](mailto:ahenderson@oabcig.org)*

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 OABCIG 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.

The Affirmative Action Coordinators:

NAME: Alan Henderson, Elementary Principal, OABCIG Community Schools  
OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445  
PHONE NUMBER: (712) 364-2360  
OFFICE HOURS: Monday-Friday, 8-4

## **MIGRANT COORDINATOR-**

NAME: Alan Henderson, Elementary Principal, OABCIG Community Schools  
OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445  
PHONE NUMBER: (712) 364-2360  
OFFICE HOURS: Monday-Friday, 8-4

## **PARENT-TEACHER CONFERENCES**

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

## **PATRON NOTIFICATION OF OPEN ENROLLMENT**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following:  
March 1—Last date for regular open enrollment requests for the following school year OR  
September 1<sup>st</sup> of the current year for Kindergartners.

## **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 Odebolt Message Center, 668-2555, by listening to KAYL (Storm Lake), KDSN (Denison) and KKIA (Storm Lake) radio stations and TV channels out of Sioux City. Parents of rural students should use their best judgment when roads are questionable.

### **SCHOOL PRIDE AND SCHOOL SPIRIT**

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

Finally, but not least, we must always exhibit the highest degree of school spirit. Enthusiasm and pride in OABCIG 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 OABCIG.

### **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, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on the school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

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

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the OABCIG 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 OABCIG 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 OABCIG School District's at (712) 364-2360.

### **SMOKE FREE ENVIRONMENT**

The OABCIG School District are smoke free environments. E-cigarettes are prohibited.

### **STUDENT CONDUCT INFORMATION**

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

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

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

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

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

### **EXPULSION PROCEDURE**

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

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

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

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

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

1. Determine whether the student is actually guilty of the misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions of this meeting should be recorded.

3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

### **LEAVING THE BUILDING**

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

### **PROFANITY/OBSCENE GESTURES**

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

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

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

- At indoor events, students should remain seated while the event is in progress.
- There should be no running around or playing games in the cafeteria for inside events.
- We expect appropriate dress and behavior at all events.

### **SUSPENSION PROCEDURES**

#### **In-school**

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

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

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

## **SUSPENDABLE VIOLATIONS**

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

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

1. Alcohol, Drugs, Tobacco

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look-a-like" substances. Possession or use of tobacco, alcohol, or controlled substances by individuals under the age of eighteen, and all students regardless of age on school property, or any activities sponsored by the school, is strictly forbidden. E-cigarettes are prohibited.

2. Fighting

Fighting in the building, on school property, or at a school-sponsored activity is forbidden.

3. Insubordination

Acts of defiance involving refusal to conform to school rules and regulations, profane or obscene language, refusal to comply with the request or direction of school personnel, and boisterous conduct that disturbs the orderly operation of the school, are prohibited.

4. Truant/Skipping

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

5. Theft or Damage to Personal or School Property

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

6. Gang Activity

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

7. Habitual Violator

A habitual violator may be suspended upon repeated offenses.

## **TRUANCY/SKIPPING**

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

## **WEAPONS**

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

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

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

or expulsion. Weapons, dangerous objects and look-a-likes confiscated under this policy shall be turned over to law enforcement officials.

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

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

## **STUDENT RECORDS**

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

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

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

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

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

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

## **SUBSTITUTES**

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

## **TECHNOLOGY**

### **OABCIG Technology Responsible Use Procedures**

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

When signing the Responsible Use Procedures (RUP), you are acknowledging that you understand and comply with the information, procedures, and guidelines presented in this Technology Handbook. You further agree to the OABCIG Community School District's Responsible Use Procedures and Terms and Conditions for technology usage.

OABCIG students and families understand that:

1. All users of the OABCIG networks and equipment must comply at all times with the district's Acceptable Use Policy which is available on the district web site, <http://www.oabcig.org>
2. All devices are available for student use and remain the property of OABCIG.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of devices, Internet, and network must support education.
5. Content filtering and blocking of inappropriate Internet content and materials is done at the district level for all users; students, staff, and guests.
  - a. The district complies with all local, state, and federal rules and regulations for filtering and blocking content.
6. All Internet, network, and e-mail usage are public and not private in nature.
  - a. The District reserves the right to monitor and access every aspect of an individual's Internet and network activities and email content.
7. All users are expected to follow existing digital citizenship, online safety, copyright laws and educational fair use policies.
8. All files stored on OABCIG equipment or the network are property of the districts and may be subject to review and monitoring.
  - a. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
  - a. Students are expected to report any damage to a device as soon as possible to their teacher. This means no later than the next school day.
  - b. Students may only log in under their assigned username. Students may not share their password with other students.
  - c. Students are encouraged not to loan device components to other students. Students who do so are responsible for any loss of components.
10. Students who identify or know about a network security problem are expected to convey the details to their teacher without discussing it with other students.
11. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
12. Students and families must follow all guidelines set forth in this document and by OABCIG staff.
13. All rules and guidelines are in effect before, during, and after school hours, for all OABCIG devices whether on or off the school campus.
14. Any failure to comply may result in disciplinary action. OABCIG may remove a user's access to the network or device without notice at any time if the user is engaged in any unauthorized activity.
15. OABCIG reserves the right to confiscate the property, or restrict access, at any time.

## **TEXTBOOKS**

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

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

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's

cumulative records from the student's prior school district. If the student is unable to provide the principal with proof of the student's grade level or permanent records, the principal will make the grade level determination.

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

### **VALUABLES**

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

### **VISITORS AND GUESTS**

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

### **Wellness Policy**

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



# ***OABCIG ELEMENTARY PARENT/STUDENT HANDBOOK***

## **ATTENDANCE**

OABCIG Schools are committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the rights and abilities of others, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to an absence can never be adequately replaced. Research studies demonstrate a positive correlation between good attendance records and good achievement in school. Further, students with a lower absence rate tend to develop a more responsible attitude, to display more satisfaction with school, and to achieve greater success in school endeavors. It is the parents' responsibility to ensure that their children attend school on a daily basis. A student's habitual absence does reflect on parents and their feelings about school. If parents do not feel school is important, neither will their children. A complete record of absences and tardies is kept as part of the student's permanent record. If a student is absent 6 days from school, a letter from the principal will be sent to the parents. When the student accumulates 10 absences, the principal will make a call to the parents. Once a student misses 15 days of school, the County Attorney will be notified. (Board Policy 501 & 501.10)

## **ABSENCES**

A parent/guardian is asked to phone the school before 9:00 AM regarding a student's absence or tardiness. It is required that a parent make the call to the school regarding absences – NOT THE STUDENT. If the school is not notified of the absence, the school will call the parents to determine why a student is not in school. This will also insure that both parent and school will know where the child is. No parental note or telephone call within 24 hours will result in the absence being unexcused.

## **Cold Weather Guidelines**

When the temperature and/or wind chill is at 0 degrees or below, students will not go outside for recess. These are maximum wind chill guidelines. If at any time the recess supervisor(s) believe it is too cold, he/she will bring students inside regardless of time or temperature. Students will be expected to have appropriate dress for weather conditions.

## **ILLNESS**

**Students must be fever-free for 24 hours from influenza –like illness before they return to classes.**

If children need to stay in to rest during recess, it is our belief that they need more recovery time at home following an illness. The only notes about staying in from recess that will be honored are those from a Doctor or P.A., which state a reason and length of time a child is to be withheld from outdoor recess. A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. Once they have notified a teacher or employee, a student who becomes ill or is injured will be seen by the school nurse or designated person. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the

information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. The OABCIG School nurse follows guidelines of the Iowa Department of Public Health regarding student's need for exclusion from school. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

### **Lockers and Desks**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space.

### **SCHOOL HOURS**

Elementary students may enter the classrooms at 8:20 a.m. We ask parents to cooperate by not sending students to school earlier than 8:00, unless the child is eating breakfast. Doors will be opened at 7:45 for breakfast.

Elementary School hours 8:25-3:25

Office Hours 7:30-4:00

### **Water Bottles**

Students are allowed to bring water bottles to the classroom during the day. Water is available in the building to fill bottles as necessary. Water bottles should be labeled and not shared. Using water bottles inappropriately may result in privileges being taken away.

### **DURING SCHOOL**

#### **CLASS PARTIES**

Parties are planned for each classroom for October Fall Festival, Christmas, and Valentines' Day by the classroom teacher and the parent-teacher-community partnership.

Private birthday parties will not be held during school hours or on school property. Invitations to private parties are not to be distributed at school unless every boy or every girl in the room receives one. However, your child's teacher may plan a group birthday party for the room. It is recommended that pupils who attend birthday parties after school hours do not bring the gifts to school. Birthday treats may be brought to school for each member of the class. If treats are brought, they need to be store bought and a treat should be brought for every child in the room. Please make 31 arrangements with your child's teacher ahead of time. Please do NOT use the school as a place to pass out invitations to birthday parties. This only causes hardships for those not invited.

## **DISCIPLINE**

Learning the most you can in any class requires being able to listen, recite, and to share without interference. All students suffer as a result of poor discipline. The most obvious is the loss of learning that occurs whenever the teachers' attention is diverted from instruction to behavior management.

At the OABCIG Elementary Schools, consequences in forms of rewards and praise are given when rules are followed and good conduct is demonstrated in an attempt to strengthen and promote appropriate behavior. In an attempt to deter occurrences of misconduct, we must also invoke consequences when rules are violated and unacceptable behavior is demonstrated. Therefore a discipline system will be used in grades K-5 with a goal of promoting a peaceful, cooperative environment necessary for optimum learning opportunities.

In the Elementary Schools we promote the three R's of being Respectful – Responsible – Ready at all times, and by using Positive Behavioral Interventions and Supports (*PBIS*), OA Elementary provides a positive learning environment. A positive learning environment is created by teaching social skills, restructuring academics, creating behavioral interventions, and encouraging expected behaviors.

Making some mistakes and having a few occasional problems can be considered as an opportunity for a child's personal growth. School personnel will professionally deal with these infrequent and minor rule infractions by limiting recess and/or activities. Parents will not be immediately informed every time their child has a minor problem, or when students occasionally choose not to follow a conduct rule, unless it is a severe act of misconduct or until a pattern of inappropriate behaviors start developing. The parent would then be requested to conference with the teacher and, if warranted, be required to work with a "teacher assistance team" for the purpose of identifying your child's behavior problem and then helping to implement a plan to correct the problem.

The school will expect all students to understand and demonstrate the following appropriate behaviors:

- Be responsible for what we say and do
- Care about each other's feelings
- Be Respectful, Responsible, and Ready to Learn
- Demonstrate good manners and use common sense
- Listen to each other
- ABC - Always Be Courteous

When students fail to do what is expected, we will work with students to re-teach and practice the appropriate behavior. When students continually fail to demonstrate appropriated behaviors, negative consequences will also be used. More specifically a negative consequence (recess or before-or-after school detention) will be given to a student who does not follow the general school rules of the classroom, halls, lunch, recess, and bus. Administration and staff will work with parents to help children when behaviors need to be corrected.

## **DRESS AND GROOMING**

Parents are responsible for seeing that children come to school clean, neat and adequately nourished. Casual clothes in good taste are acceptable attire. Since we spend a lot of time

teaching about good health habits and wellness, we believe it is inappropriate to wear clothing with alcohol or tobacco logos. When choosing clothing, remember that elementary students are very active and play many games that will take a toll on clothing.

Please use discretion when choosing proper outdoor attire for your children, such as: mittens, hat, boots, snow pants, winter coat, spring/fall coat, etc. Please mark these items with your child's name to prevent loss. Children will be required to wear boots in inclement weather.

### **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Students are expected to attend the field trip. Students must ride to and from the field trip using school-provided transportation. Students will not be denied transportation to and from an academic field trip even if prior disciplinary measures have resulted in their bus privileges being taken away from a regular bus route. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student's parents.

### **FIRE AND STORM DRILLS**

At least two fire and storm drills are held each semester. The fire signal is a continuous blast of the alarm and students will file out of the building as quietly and quickly as possible by a pre-determined route. The storm drill is made over the public address system. Students will go to a designated area considered to be safe from the storm.

### **MEALS**

Breakfast is served from 7:45 until 8:15.

Our elementary schools follow the National School Lunch Program for providing meals. Lunch will be provided between 11:00 and 1:00 depending on the schedule. Bringing pop by those carrying sack lunches is discouraged since milk can be bought for less and milk is more nutritious to drink.

### **NOTES FOR AFTER-SCHOOL PLANS**

Parents are required to send a note to the classroom teacher if your child is to go anywhere other than directly home after school. Please state where your child is to go, and who will pick him/her up, and where (i.e. from classroom, under canopy, etc.) If there is no note, children will be put on the bus!

Parents of rural children must send a note to the bus driver stating that their child will not be riding on the P.M. bus route or if they are to get off at any other place than home. If not riding in A.M. please notify bus driver.

### **SHOW 'N TELL**

Show 'N Tell is an important part of your child's school day. It provides opportunities for sharing ideas, speaking before a group, and answering questions. **Please do not send live animals to school with your child. It is stressful on all living things.**

## **Special Education Services**

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

## **TELEPHONE USE**

Students are asked to use the telephone only in cases of illness or emergency. Since our telephone system gets a large amount of use, we ask that parents and children talk over such things as piano lesson, etc., ahead of time and thus alleviate many unnecessary calls. Elementary students must have a teacher's permission to use the phone.

*No cell phones, pagers, or personal electronic, music, communication, or game devices will be allowed to be used during the regular school day except with special permission. Anyone caught with any of the above devices during the school day will have them confiscated and the student can pick it up in the office after school. Second offense the parents may pick them up in the office.*

Although this is a public building, there are areas in which the expectation of privacy should be assumed. With the advances in technology, image transmission over the airwaves is now a reality. ANYONE TAKING ANY TYPE OF IMAGE-CAPTURING DEVICE INTO A LOCKER ROOM, OR RESTROOM, WILL BE SUBJECT TO IMMEDIATE CONFISCATION OF THE DEVICE AND OTHER POSSIBLE SCHOOL AND LEGAL PROCEEDINGS.

## **TEXTBOOKS**

Textbooks are bought by the school and rented to students. Students who mishandle or lose them will be charged for the book or fined for misusing it. When a student moves from the district, refunds are made proportionately. No refunds are made after April 1.

## **TOYS AND TOOLS**

Items such as scouting knives, squirt guns and any other toy or tool that would be considered improper or unsafe for school usage should not be brought to school. Any toy brought to school should be marked, and anything lost or broken is the owners' responsibility.

## **BEFORE / AFTER SCHOOL**

### **BICYCLES**

Children in grades K, 1st and 2nd are discouraged from riding their bicycle to school. Town students in grades 3rd, 4th and 5th may ride their bicycles to school. They must be parked in the bike racks provided and must be left there until school is dismissed. We suggest that parents visit with the children about bicycles safety and which route to and from school is the safest. BIKES SHOULD BE WALKED THROUGH HEAVY SIDEWALK TRAFFIC, RATHER THAN RIDDEN. Those using roller blades, skates, etc. must wear a safety helmet and pads.

## **HOMEWORK**

Homework is work not completed at school. We expect homework assignments to be completed and returned to the teacher on time. The homework assignment may be: completion of school assignments, work on basic skills, make-up work or special projects. If you have any questions regarding homework assignments, please contact your child's teacher.

## **LOST FOUND/PERSONAL PROPERTY**

Any personal property such as money, jewelry, etc. is the responsibility of the student. If students must bring extra money or something valuable to school they should give it to their teacher for safekeeping.

## **PLAYGROUND SUPERVISION**

There is no playground supervision before or after school, therefore, the school is not liable.

## **Pets on School Grounds**

Please refrain from bringing pets to school to pick up your child. If you do bring your pet, be sure it is on a leash and/or has a muzzle so that students are not at risk for injury. It is in the best interest of all involved if you could leave your pets at home when coming to pick up your student. Teachers on duty may ask you to wait off school grounds if the pet is not secured properly.

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

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

Parents are expected to be responsible for the supervision of their children when attending school activities. ANY STUDENT BELOW GRADE 5 NEEDS TO HAVE AN ADULT SUPERVISOR.

- 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.

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

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

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

Citizen Comment/Complaint/Concern

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

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

Action Taken

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

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

If No, detail why and state plan to resolve

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

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

Supervisor's signature \_\_\_\_\_

Supervisor's report on back of this form.