

# Okoboji High School

## *Student-Parent Handbook*

2011-12



*create, communicate, contribute, collaborate*

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### ***OKOBOJI COMMUNITY SCHOOLS MISSION STATEMENT***

**We will prepare each learner with the knowledge and skills necessary for a productive life in a changing world.**

## **Okoboji High School - A Community of Learners**

Welcome to Okoboji High School. Our high school is truly a community of learners. We are focused on accomplishing the mission of our district for each and every student. As with any community, in order to accomplish our mission, we must have guidelines, common expectations, and a method of reinforcing those expectations. These guidelines and expectations are outlined in this handbook. The handbook is not all inclusive and it is used as a guide. The implementation of the guidelines described in this handbook will be applied at the discretion of the administration.

## **OHS Attendance Policy and Guidelines**

### **Rationale:**

Okoboji High School offers a world-class education by combining outstanding teachers, focused curriculum, and valuable learning experiences for students. All of this will do students no good if they are not here to be a part of it. Regular attendance is essential to reaping the benefits of what our school has to offer. Attendance is positively correlated with higher grades, increased feeling of connection to school and activities, and greater satisfaction with the high school experience.

In order to earn credit in each course students must not only achieve the academic expectations of the course; they must also satisfy the attendance requirements as adopted by the Board of Education.

### **Definition of Excused vs Unexcused Absences:**

The Iowa State Department of Education has made it clear that the definition of what constitutes an excused or unexcused absence is left to the school district. Each district is to create, publish, and implement a policy that contains guidelines in this area.

Unexcused absence is defined to include any class period of absence for which no formal parent or guardian notification has been received and verified with 24 hours. Deduction in points or percentages for absenteeism is deemed a reasonable practice by the Iowa Department of Education Policy guidelines.

### **Excused Absences:**

- A doctor's excuse for illness or hospitalization. An extended or chronic illness when verified by a doctor will fall under this categorization. A written note from a doctor is required when a student misses more than 3 days.
- Parental supervised time away, provided the school has been notified by a parent in advance and the student has made arrangements to have all classroom work done with the classroom teachers. This includes family vacations.
- Attending a religious service, ceremony or field trip if there has been notification by a parent.
- In or out of school suspension assigned by the administration.
- Absences caused by school-sponsored activities may be given special consideration. However, teachers may require work missed for these events to be made up ahead of time.
- Attendance at out of town school activities (state tournament games, music activities, etc when the student is not a team member) will be at the discretion of the principal.
- Transportation problems will be considered when verified by a parent or guardian.
- Cases in which a student has an unusual personal or family problem causing an absence may be considered by the principal or dean of students.

**Unexcused Absences:**

- Any absence that is not covered under the excused absence category, including, but not limited to:
  - Truancy
  - Over-sleeping
  - Shopping, senior pictures, haircuts, and other such appointments that should be scheduled outside of the school day.
  - Working for someone other than your parents.
- Consequences for unexcused absences may include:
  - Detention
  - Removal from class
  - Development of an Attendance Cooperation Agreement
  - Suspension from school
- Skipping school includes any intentional effort on a student's part to avoid school or leave school early without permission. Students who are considered to have been skipping school will face the following consequences:
  - 1st Offense - 2 days of suspension
  - 2nd Offense - 3 days of suspension
  - 3rd Offense - 3 days of suspension and the board will consider possible expulsion

**Tardies:**

- Three tardies to a class will equal one absence.
- Tardiness extends up to 20 minutes late. Beyond that it will be considered an absence.
- A note or phone call from parents to excuse the tardy will be necessary for the tardy to be considered excused.
- Detention will be assigned for the 4th and each successive tardy after the 4th.
- Unexcused tardies will result in loss of credit for class activities missed in the same manner as unexcused absences.

**Attendance Procedures:****When Students are Absent:**

- Parents are to notify the office by 9 A.M. or written excuse must be presented to the office when students return.
- A make-up slip will be issued which will re-admit students to class.
- If parental notification is not made within 24 hours after the absence, the absence will be considered unexcused and students will lose credit for that day.
- Students will be allowed 2 days to make up work for the first day of an absence and 1 day for each day absence thereafter. For example, if a student misses classes on Monday, they will get their slip on Tuesday with all work due on Wednesday. If the student misses both Monday and Tuesday, they would get their slip on Wednesday and all work would be due on Friday.

**Appointments During the Day:**

- Every effort should be made to schedule appointments outside of the school day whenever possible. In the event that repeated appointments must be made, parents are asked to attempt

to stagger the appointments to avoid missing the same class repeatedly.

- If a student must leave school during the class day due to an appointment, a note must be presented in the office ahead of time. The student will be given a pass to present to the teacher who will dismiss the student at the proper time.
- Students are to stop in the office and sign out before leaving the building.

#### **College Visits:**

- During the junior or senior year students may want to visit a school they wish to attend. Students are encouraged to make these visits during the summer, on holidays, weekends, or non-school days. The school will excuse two college visit days per year. All work should be made up ahead of time.

#### **Excessive Absence Policy:**

##### **Rationale:**

The Okoboji Board of Education has defined twelve absences in a semester to be excessive. Twelve absences in an average ninety day semester represents an absence rate of over thirteen percent. When absences become this frequent it becomes very difficult for a student to get/stay caught up with the learning happening in class and diminishes the academic integrity of the course. Students who miss more than twelve class meetings in a semester risk being dropped from the course(s) and losing credit toward graduation.

##### **Procedures:**

- Upon the 6th absence from school in a semester, parents will be notified via mail/email or both
- Upon the 10th absence from school in a semester, parents will be notified via mail/email or both. This contact will include invitation to a scheduled meeting to discuss the situation.
  - The meeting will include the Dean of Students, Success Coordinator, student, parent(s) and possibly school counselor, principal, and/or teacher representative..
  - The meeting will be a chance for the group to brainstorm possible remedies, discuss what the school will consider excused and unexcused for the remainder of the semester, and consequences of further absences up to and including removal from classes and loss of credit toward graduation.

#### **OHS Academic Policies and Procedures**

##### **Graduation Requirements:**

###### **Class of 2012, 2013, and 2014:**

- 48 Total Credits (given one credit per semester)
  - 8 Credits of English/Language Arts
  - 6 Credits of Social Studies
  - 6 Credits of Math
  - 6 Credits of Science
  - 2 Credits of Physical Education
  - 1 Credit of Introduction to Computer
  - 1 Credit of Health
  - 1 Credit Introduction to Business
  - 17 Credits of Elective Classes

###### **Class of 2015 and beyond:**

- 48 Total Credits (given one credit per semester)

- 8 Credits of English/Language Arts
- 6 Credits of Social Studies
- 6 Credits of Math
- 6 Credits of Science
- 2 Credits of Physical Education
- 2 Credits of Health
- 1 Credit Introduction to Business
- 17 Credits of Elective Classes

**Class Load Requirement:**

As a general rule, students are expected to have no more than one study hall per semester. This requirement may only be waived by a decision of the counselor and administration.

**Post Secondary Enrollment Option (PSEO) Courses:**

The Okoboji Community School district provides students an opportunity to participate in the Post Secondary Enrollment Options Act. This policy permits an eligible high school student to enroll in a planned educational program and earn college credit. A student shall not be eligible to enroll in comparable courses being offered by the school district. The School Board has the authority to determine the courses in which students are eligible to enroll.

1. Okoboji Community School District does NOT pay for a college courses just for the sake of receiving college credit. The post Secondary enrollment Act is intended to enhance and extend our curriculum.
2. Okoboji juniors, seniors, identified talented and gifted freshmen and sophomores and any identified at-risk students are allowed to enroll in additional courses in core areas through the Post Secondary Act.
3. Students may take a post secondary course only after courses in comparable areas of the local district have been exhausted. (Example: To take ILCC Sociology a student would have to have completed sociology at OHS with a grade of B or better.)
4. College prerequisites, scores on achievement tests and other evaluation procedures may need to be met through Iowa Lakes Community college before approval will be given for a course.
5. Students must provide their own transportation for off site courses
6. Students must notify the OHS Guidance Counselor by August 20th and December 20th to qualify for reimbursement under the Post Secondary Enrollment Act.
7. The Post Secondary Enrollment Act does not pay for summer courses.
8. Students withdrawing from the post secondary course(s) prior to completion, but after the Post Secondary withdrawal date stated in media, will bear the responsibility and cost of reimbursing the Okoboji Community School District for the course(s) (\$250 per course).
9. Should any student not successfully complete a post secondary course(s), the student, or their parents, are responsible for all costs (tuition, books, fees, etc.) directly related to the course(s) as provided and shall reimburse the school district for such (\$250 per course).
10. The student and parents authorize the release of grade reports to Okoboji High School at any time during the enrollment periods.
11. Books purchased by the school district through the Post Secondary Enrollment Act are the property of the Okoboji Community School District and need to be returned to the school district at the end of the course. Students have the option of purchasing the books from the district.
12. Final approval must be given by the building principal.
13. Grades from PSEO courses ARE INCLUDED in the state's Academic Eligibility rules.

### **Home Schooling:**

Okoboji High School credit will be granted for courses completed in a home school setting providing that those courses meet the requirements of the district. Any courses for which credits are granted must be pre-approved by the district. Upon successful completion of equivalent course work, students will be granted a P (pass) in place of a letter grade. The accumulation of at least 48 semester credits will meet the requirements necessary for earning a Home Schooling Diploma through the Okoboji School District. To get a regular Okoboji High School Diploma a student cannot have more than 4 credits of home schooling.

Any course taken at Okoboji High School under the supervision of professional staff will be granted credit just as with all other students. Home schooling students must take a minimum of four Okoboji High School academic semester hours to be eligible for the Honor Roll, Academic O's, and to be listed in the class rank.

### **Grading and Reporting:**

Okoboji High School uses the following scale in determining percentages and letter grades. Actual grading is left up to the discretion of the teacher. Teachers may have a class participation policy as part of their grading policy and philosophy. Each teacher will determine that policy in order to encourage class participation and attendance. If, due to extenuating circumstances, a student has an incomplete grade at the end of a grading period, they will have five (5) days to complete the work.

A-Superior (92-100%) B-Above Average (83-91%) C-Average (74-82%) D-Below Average (65-73%) F-Unsatisfactory (below 64%)

Parents and students are encouraged to stay current in terms of their progress in each class via JMC access online. Each student and parent has login information that will allow them to check course grades at any time. If you have lost that login information please contact the high school office.

Report cards are issued at the end of each nine-week period. The parents are asked to pick up the report card at the end of the first nine weeks during our parent-teacher conferences. These times are set aside so parents and teachers may become acquainted and discuss the educational progress of their children.

### **Mid-Term Progress Reports:**

At the end of the fifth week of each nine-week period, letters are sent to parents of students who are receiving a D or F. These will be sent out in email form to those families for which we have a working email on file. Paper copies will be sent to families without email access. The purpose of these letters is to let the parents know of their son or daughter's progress and in what areas work needs to improve.

### **Schedule Changes:**

Adding a course is allowed during the first week of a semester if there is room in the class and approval is given by both teachers involved. Students have two weeks to drop a course. Classes dropped after 2 weeks will be recorded as "F".

### **Semester Exams:**

Each teacher will determine if they will give a semester exam, project, etc in their course. If a semester test is given it will be worth no more than 1/7th of the final semester grade. A test schedule will be

announced the week before the exams are given.

### **Pass/Not Pass Courses:**

PE, Band, Vocal, ILCC Post Secondary or Learning Center Courses, Home Study, or Correspondence Courses **may** be graded (P) Pass instead of A, B, and C, D. These subjects are not included in the grade point average. Accelerated P.E. class **IS** included in the grade point average.

### **Honor Roll/Academic Letters/Pins**

An honor roll student must have a 3.0 grade-point average or above. Any student that receives a "D" or lower on their report card or withdraws (WD) from a class after the deadline will not be eligible for the honor roll or the academic letter for that grading period. Special certificates, in lieu of valedictorian and salutatorian, are awarded to members of the graduating class who have distinguished themselves academically. To qualify for this certificate a senior must have a cumulative grade point average of 3.25 or higher, based on the 4-point system.

Students will receive an academic letter upon completing two consecutive semesters on the honor roll. Upon receiving an academic letter a student will receive two gold bars for the two semesters of honor roll membership. A gold bar will be given for each following semester of honor roll membership.

### **National Honor Society:**

To be eligible to be considered to be a candidate for admission, a student must have a cumulative grade point average of 3.0 or above and be a member of the junior or senior class. These names are submitted annually to the faculty to be further considered on the basis of service, leadership and character. Any students who violate our school honor code or eligibility policies will have their names removed from the roles of the NHS and will not be recognized as a member at graduation.

## **OHS Behavioral Expectations and Disciplinary Policies**

### **Behavioral Expectations:**

Okoboji High School students are expected to display the Six Pillars of Character at all times. Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship are all part of what it means to be an Okoboji High School student.

The OHS Behavioral Expectations apply and will be enforced by school rules when a student is:

1. On school grounds during the school day and immediately before or after school hours.
2. On the school grounds at any other time when school is being used by any school group.
3. Off the grounds at a school activity, function or event.
4. Off the school grounds if it directly affects the good order, efficiency, management and welfare of the school.

### **Disciplinary Guidelines:**

Discipline starts with the student and then with the classroom teacher. Any disciplinary issue that goes beyond the classroom level will be dealt with by the Dean of Students or High School Principal.

### **Detention, Suspension, and Expulsion:**

Detention and suspension may be used by the administration as a consequence for violations of

the OHS behavioral expectations. Detention will generally be assigned for smaller infractions while suspension will be assigned for more significant violations or repeated violations over time. The ultimate decision to assign a detention or suspension is at the discretion of the administrator.

Expulsion is an action that can be taken by the school board to revoke a student's enrollment and prohibit them from attending school at Okoboji for a given length of time. The principal can make a recommendation for expulsion but only the board can expel a student.

#### **Procedures for Detention:**

1. All students placed on detention will report to the office by 3:20 p.m. and will be dismissed at 3:50 p.m.
2. All students will have 2 days to serve the detention, regardless of extracurricular activities in which they may be involved.
3. Legitimate excuses such as doctor's appointment etc. will be accepted. Extracurricular practices and transportation are not excuses.
4. No student will be permitted to make up time before school unless an unusual circumstance exists. Under these circumstances the student must make arrangements with the principal.
5. Any student who does not report to detention within the time allotted will be subject to increased discipline up to and including suspension.

#### **Suspension Guidelines:**

Suspension may be in-school or out of school at the discretion of the administrator. Any time a student is suspended, whether in school or out of school, they will not be allowed to participate, compete, or attend any extracurricular practice, activity, or contest on the days they are suspended.

#### **In School Suspension Procedures:**

- i. In school suspension lasts from the beginning of the school day (or at the time it is assigned) until the end of the school day.
- ii. Students assigned to in school suspension should report to the office with materials for all of their classes
- iii. Teachers will be contacted to send down assignment information.
- iv. Students will leave their cell phone at the secretaries desk during the time they are serving their suspension.
- v. Students are not allowed to use iPods, listen to music, or watch videos unrelated to classwork during suspension.

#### **Out of School Suspension Procedures:**

- i. Out of school suspension lasts from the time at which it is assigned until 8:10 am on the first day the student is allowed to return.
- ii. During the time the suspension is being served, the student is not allowed to be on school grounds or attend school events.
- iii. Teachers will be contacted to send assignments as necessary which can be picked up on behalf of the student. The student should also check assignments online.

#### **Specific Disciplinary Issues:**

The following specific disciplinary issues will be dealt with through either detention or suspension as guided by school board policy and administrator discretion. This list is not intended to be all inclusive.

**Dismissal from Class:**

Any student who is sent out of a class must report to the office immediately. The student will be allowed to return to class once satisfactory results are reached.

Repeated referrals from the same class may result in dismissal from the class for the remainder of the term. This dismissal will result in a failing grade.

**Profanity:**

The use of profanity or obscene gestures toward students or school personnel is prohibited.

**Insubordination:**

Insubordination is defined as defiance of authority. An example would be disobeying a direct instruction from a school employee. Insubordination will generally be dealt with by suspension. Expulsion from school may also be recommended if the situation is deemed serious enough.

**Fighting:**

If a fight between students occurs, both parties will normally be suspended. All efforts to avoid a conflict becoming physical should be taken. If a conflict between students is developing please notify the administration or school counselor.

**Vandalism/Damage of School Property:**

Okoboji High School students take pride in their school. Purposely damaging or defacing school property will not be tolerated. Students who damage or vandalize school property will be subject to disciplinary consequences and be liable for the cost of any damage.

**Theft:**

Theft of school, student, or employee property will be subject to disciplinary consequences and the guilty party may also be subject to criminal or civil charges.

**Bullying and Harassment:**

Harassment and bullying of students and employees are against federal, state and local law and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures and practices to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, 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 preferences, political belief, socioeconomic status, or familial status.

Harassment against employees based upon employee's race, creed, sex, sexual orientation, gender identity, national origin, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the boards, while on school owned or school operated vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measure which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include expulsion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc;
- Demeaning jokes, stories, or activities directed at the student, and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the

- student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student' or
  - The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

### **Alcohol/Tobacco/Drugs:**

***Use of Alcohol, Drugs, Tobacco Products*** (Iowa Code Section 279.9) (including look-alikes) at school or school activity or use of prior to attending school or a school activity any where.

A student accused of violating the alcohol consumption rule may request the administration of the school's breath-analyzer test to establish innocence.

#### **Consequences for Violation:**

- 1st Offense - the student will be suspended a minimum of 3 days. Expulsion is a possibility depending on the circumstances.
- 2nd Offense - the student will be suspended and will have an expulsion hearing with the Board of Education.

***Possession of Alcohol, Drugs, Tobacco Products*** (Iowa Code Section 279.9) (including look-alikes) and devices used to consume drugs are included.

#### **Consequences for Violation:**

- 1st Offense- minimum of 3 days of suspension and law enforcement will be notified. Expulsion may be considered depending on the circumstances.
- 2nd Offense - the student will be suspended, law enforcement will be notified, and the student will have an expulsion hearing with the Board of Education.

***Delivering or intending to deliver any alcohol, drugs or illegal substance*** (Iowa Code Section 279.9)

#### **Consequences for Violation:**

- 1st Offense - immediate suspension of the student and an expulsion hearing with the Board of Education. Law enforcement will be notified.

### **Use of Drug Dogs:**

Drug dogs may be used in accordance with Iowa Code 808.A. OHS will, on occasion conduct walkthroughs of the building and grounds with the state-certified drug dogs. While the dogs are in the building, students and teachers will be in a lock down and not permitted to leave classrooms.

### **Weapons and Dangerous Objects:**

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or 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 or dangerous

objects or look-a-likes. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or on to property within the jurisdiction of the school district or from students who are within the control of the school district.

By state law, 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 or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

No student may bring weapons of any type to school such as knives, guns, chains, etc. which could be used in bodily harm. If a student does so, he/she may be suspended or expelled depending on the circumstances.

#### **Disruption of School:**

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other such conduct to intentionally cause the substantial and material disruption or obstruction of any functions of the school if such a disruption or obstruction is reasonably certain to result.

A student shall not urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any functions of the school. If such a disruption or obstruction is reasonably certain to result from his/her urging, the student may be subject to discipline up to and including suspension or expulsion.

#### **Hazing and Initiation:**

Okoboji High School strictly forbids any sort of initiation or hazing of any students. This includes, but is not limited to: bullying, practical jokes, intimidation and coercion. It is the schools' policy that students guilty of this will be considered for suspension or expulsion from the school.

### **OHS Extra-Curricular Eligibility Policy:**

#### **Statement of Philosophy:**

The staff, administration and school board of the Okoboji Community Schools believe that participation in extra-curricular activities by the students of Okoboji Community Schools can have a positive effect on the development of constructive attitude for future citizenship. It is in this phase of the total education program that youth have an opportunity to develop leadership, principles of justice, fair play, sportsmanship, respect for rules and regulations, respect for others, respect for one's own health and physical well being, group pride, team work, self-discipline and the values of self-sacrifice.

The Okoboji School District recognizes that rules and regulations concerning the decorum and conduct of the students will vary with the times and mores of the community. It is our belief that the individual family should be the guiding influence and determinate of student behavior. It is also the belief of the school district that participation in any extra-curricular or co-curricular activity is a privilege. Therefore, certain types of conduct shall be deemed inappropriate to the generally accepted standards subscribed to by the school district.

In view of the above statement, the Okoboji Community Schools will enforce the following policies and procedures relative to standards for participation in extra-curricular and co-curricular activities throughout the calendar year of school. These activities include the following: interscholastic athletics, musicals, variety shows, band, chorus, speech, debate, Student Council, cheerleading, publications, school-sponsored clubs, and any other school sponsored activity. (National Honor Society is an elected position. Those students in violation will have their membership revoked but will be eligible for re-election and may be reinstated.)

#### **Attendance Regulations:**

- a. A student shall be in school the day of a performance, scheduled contest, program or trip. Any exception must be cleared in advance through the principal's office. (Exception Examples - funeral, dentist, doctor appointment without illness.
- b. If a student will miss a class or classes because of a performance, scheduled contest, program or trip, a student should turn in assignments to teachers in advance or make special arrangements for such assignments with the teachers involved.

#### **Academic Regulations - The State "Scholarship Rule":**

By state law and board policy, effective July 1, 2008, the following "Scholarship Rule" will be in effect for ALL extra-curricular activities

- A student must receive credit in at least 4 subjects at all times. A student must pass all classes and make adequate progress toward graduation to remain eligible.
- If not passing all at the end of a grading period, a student is ineligible for the first period of 30 consecutive days in the interscholastic athletic event in which the student participates. Music and speech students are ineligible for 30 calendar days from the release of grades.
- A "student with a disability" and an IEP is judged based on progress made toward IEP goals.
- Students may NOT use summer school or other means to make up for failing grades.

#### **OHS Code of Conduct for Extracurricular Activities:**

Violations of Local, State or Federal Laws

Any student who admits to or is found guilty of a violation of any local, state, or federal law (except minor traffic violations) shall be ineligible to represent the school in any performance, scheduled contest, program (in band-3 pep bands equals 1 performance and can only be applied once under the first offense and twice under the second offense) or according to the following schedule.

#### A. First Offense

- If the student admits within three (3) school days of the violation to school officials, ineligibility will be a minimum of two (2) performances. (During summer months violation may be reported to the Superintendents Office.)
- Other violators (as determined in Article VII) will be ineligible for a minimum of six (6) performances.

#### B. Second Offense

- If the student admits within three (3) school days of the violation to school officials, ineligibility will be a minimum of six (6) performances. If it is the second drug or alcohol related offense, it will result in mandatory counseling by a certified drug or alcohol treatment center.
- Other violators (as determined in Article VII) will be ineligible from performances for a minimum of twelve (12) calendar months.

#### C. Third Offense

- Ineligible in all extra curricular activities or the student may appeal to the school board after twelve (12) calendar months of ineligibility and may be reinstated.

#### Suspension from School:

Any student suspended from school for violation of school rules will be ineligible to participate in any extracurricular practice or performance until reinstated by the principal.

#### Drugs and Alcohol:

Because of the adverse effects of the use of alcohol, tobacco, and other dangerous drugs as listed in the State Code, no student shall procure for their or others' use, be in possession of, or use any of these substances or look- alikes during the calendar year, other than when the student is directly supervised by their parents or guardian.

A violation of this rule shall result in the student's being declared ineligible to represent the school in any performance, scheduled contest, program or trip for the minimum period as set forth in Article II.

#### Entering a Season in Progress:

A student who is in violation of eligibility rule will not be allowed to enter an extracurricular activity already in progress.

#### Determination of violation

A student is said to have violated any of the above (II, III or V) if:

- Found so by a court of law.
- He/she admits to violating one of the standards.
- Witnessed breaking one of the standards by one or more staff members.
- Accused upon signed, sworn testimony of one or more citizens of the community and admission by the student. This sworn statement must be made in writing at the principal's or superintendent's office within 30 days of said violations. If the accused claims innocence, a three-member panel appointed by the principal

will, within five school days, conduct a hearing to determine guilt or sustain innocence.

- Upon thorough investigation, the school personnel determine the student, beyond a reasonable doubt committed the act.

#### Appeal Process:

- Step 1. A student or parent contesting the declared ineligibility based on these rules shall be required to schedule an oral hearing with the principal and two faculty members selected by the superintendent within five days of receiving notice of declared ineligibility. It is expected that the student will have in writing his/her objections to the decision. The committee shall consider the evidence and make decision within 24 hours and shall forward in writing its findings and decision to the student and parent.
- Step 2. A student may appeal to the Superintendent of Schools in writing within three (3) days and the superintendent shall then schedule a hearing with two Okoboji Community School Board members present. The committee shall consider evidence presented, including statements made by the student, and make written finding of its decision within three days of the hearings, sending a copy to the student and parent.

Any student who transfers in and has been declared ineligible under another schools Good Conduct Rule shall not participate in interscholastic competition at Okoboji High School until the full period of ineligibility has been completed. When the ineligibility period has been completed, the student may then immediately resume participation in interscholastic competition at Okoboji High School as far as any good conduct rule is concerned.

#### **Conduct and Integrity at Extracurricular Activities:**

The Board of Education recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board-approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board further encourages the development and promotion of positive attitudes, conduct, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

#### **Other OHS Policies and Procedures:**

##### **Cell Phones:**

Cell phone and portable communication device usage during instructional time, for non-instructional purposes, is detrimental to the education process. It is disruptive and distracting

to the student using the device as well as the teacher and the rest of the class. Therefore the Okoboji Middle and High Schools have adopted the following policy in regards to the use of such devices.

Cell phones and other portable communication devices are not to be seen, heard, or used during the school day. The school day is defined as the time from the first bell in the morning to the dismissal bell at the end of the day. During the school day cell phones should be turned off and stored out of sight. Only the Principal's office can grant permission for a student to use their cell phone during the school day. This permission will be granted only for extraordinary and/or unusual circumstances.

Penalties for violation of the Okoboji Cell Phone/Portable Communication Device policy will be dealt with according to the following guidelines:

- 1st Offense: Phone is confiscated and sent to the office, student may pick up at the end of the school day.
- 2nd Offense: Phone is confiscated and sent to the office, PARENT is notified and PARENT must pick cell phone up from the office.
- 3rd Offense: Phone is confiscated and sent to the office. Phone will be held by the school for one calendar week. PARENT is notified and PARENT must pick cell phone up NO SOONER than the end of the day, one calendar week following the violation – for example, if the violation occurred on Wednesday, the phone will be held until the end of the day the following Wednesday.

If a student accumulates more than 3 offenses in a school year, the 3rd offense penalty will apply for each subsequent offense.

Violations accumulate on a school year basis, they do NOT reset at the quarter or semester. The school has the legal right to examine any phone that has been used to violate a rule or policy.

### **iPods, mp3 Players, and other Portable Electronic Devices:**

The following policy will govern the use of iPod/MP3 and any other portable listening devices students may have. The policy will be in effect from the first bell in the morning to the dismissal bell at the end of each school day. iPod/MP3 player use for personal listening purposes during the school day will be allowed according to the following regulations:

- i. In class use will be at the discretion of the teacher. Students are not to use iPod/MP3 player if they are taking any type of test or quiz.
- ii. Study hall use will be allowed
- iii. Use in the hallways and during lunch will NOT be allowed as these are times for interaction with peers and adults.
- iv. At all times the following guidelines must be observed:
- v. Volume needs to be at a level that does not allow the music to be heard by others
- vi. Music needs to be of an appropriate nature in school
- vii. The use of the iPod/MP3 player shall not distract or disturb normal school operations.
- viii. If any of the guidelines in Section 4 are not followed, use will be restricted.
- ix. iPod use to access our network or wireless internet is not allowed.

Students who fail to abide by the above policy will lose their privilege to use iPod/MP3 players at

school and risk having the devices confiscated.

### **Dress Code:**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors or school grounds.

Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices or shoes with rollers; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. Faculty and staff reserve the right to deem clothing as inappropriate for the school setting. The principal will make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing. If the student does not have alternate clothing or parents are unable to bring in alternate clothing the office will provide over-sized t- shirts to cover student clothing which is not in compliance with the student dress code.

Examples include, but are not limited to:

- All shirts must cover the entire torso, including the midriff. No bare stomachs.
- No clothing that allows undergarments or midsection to be exposed.
- No pants with inappropriately placed holes in them.
- Spaghetti straps or halter-tops will not be considered appropriate. All straps should be at least two inches wide.
- Low necklines, front and/or back, are not acceptable. No tops that reveal cleavage will be allowed.
- All tops must have two straps, one per shoulder.
- No hats, caps, headscarves, bandannas, hoods, or other such head attire.
- Shorts, dresses and skirts should be of reasonable length and tightness.
- Shorts, dresses and skirts are to be at minimum as long as the fingertips when the arms hang at a person's side.
- A student that is asked to make an alteration to appearance and/or attire is expected to do so without question. Faculty and staff members will be permitted to specify a dress code for field trips, activity trips and/or special occasions.

### **Church/Family Night:**

Wednesday night of each week is designated as church night. School events are not to be scheduled on that night.

**Lockers:**

Each student is issued a locker in which they may store their personal belongings. Any materials left on or near the locker will be removed. The lockers are the property of the school and as such are subject to search and inspection.

**Backpacks and Purses:**

In the interest of health and safety issues, all book bags, backpacks and purses are to be kept in lockers. The only exception is the bags provided by the school for use with your school laptop. Any other bags must remain in the locker during the class day. Backpacks and book bags are not to be on the floors or in halls due to safety issues. This rule will be strictly enforced

**School Cancellation:**

Should school be called off, the announcement will be made over radio station KICD and KUOO by 7:00 A.M. It will also be posted on the OHS Facebook page.

**Drills and Evacuation:**

The school is required by law to conduct periodic fire and tornado drills. The instruction for conducting fire drills is displayed in each room. Fire drills will not be announced, but at the sound of the fire alarm all students will exit their rooms in orderly fashion, without running.

The first person going out of the building should hold open the door until everyone has left the building. When outside, please move far enough away from the building so that all other students may come out freely. A bell will ring to recall you into the building. An intermittent siren sound signals a TORNADO DRILL. quickly to their assigned areas in the hallways.

**Field Trips:**

Learning goes beyond the classroom. Because of this there are many field trips offered throughout the year. A consent form signed by the parent or guardian must be on file at the office before permission will be granted to go on the trip even if the student is 18 years of age. Students are still reminded that they must get a field trip form from their coach and complete all assignments prior to leaving the school.

**Transportation:**

Whenever school sponsored transportation to a school activity is offered, those participating in the activity shall ride the school-sponsored vehicle. Any variation from this must be approved by the principal **prior** to the trip. A student riding a school sponsored bus as a spectator shall return home on the bus. If parents personally (not a note) request permission for their child to ride home with them, it will be granted.

**Parking Lot:**

Parking at OHS is a privilege and not a right. Students are expected to park their vehicles on school property only. Please park between the lines, as that is the way that most student vehicles may be accommodated in the lot.

No on-street parking will be permitted. Staff/visitor parking will be on the east and west sides

of the building in the clearly marked areas as well as along the green space in front of the school. Students who park in these areas will first receive a written warning ticket. If the student continues to break the rules, they will be issued a parking ticket.

With the number of students of all ages in this area, we cannot afford to have students driving recklessly. If you are observed driving in this manner on school grounds (in entering or leaving the school area) you may forfeit your privilege to park on school grounds and may be fined or suspended from school.

Students who violate driving/parking rules will be subject to a \$10.00 fine and/or loss of parking privileges. Appeals to parking tickets must be made with ten (10) school days and will be handled by the school principal.

### **Out of School Fundraising:**

It is the policy of the school that there is no solicitation in the building for the sale of tickets, chances, or merchandise for any non-school affiliated organization or event.

### **Student Fees:**

A standard fee is made for materials each year at registration. There may be additional small charges made for workbooks, art supplies, and shop supplies; however, these charges are kept to a minimum. All students are required to pay class dues. These dues are used for class expenses including homecoming, prom and other class activities.

Any student who does not pay assessed fees and dues will not receive their diploma until all are paid.

### **Student Insurance:**

Accident insurance will be offered each student. This is a service by the school and the decision to take it is for parents to make. The school assumes no responsibility other than to collect premiums and complete claim forms. Details will be sent home shortly after school starts or when the student enters after the beginning of the term.

The Board of Education strongly recommends that a student participating in interscholastic athletics be adequately insured. If a parent wishes their child to participate without insurance, they must submit a written statement accepting full responsibility. Insurance claim blanks should be secured from the office. Complete your portion and give to the doctor or hospital.

### **Drivers Training:**

Drivers training classes are offered at the school as a convenience to our students. They are taught by district staff members that have been hired by DRIVETEK – the company contracted by the district. Only students who are in good standing and are passing all their classes will be allowed to attend. All students will be expected to follow the rules and guidelines set up by DRIVETEK and its authorized instructors. Any students who do not comply will be dropped from the class and no refunds of fees will be made.

**Physical Education and Health:**

Physical education and health is required of all pupils. Unless a written statement from a doctor is on file in the Principal's office to the contrary, all students will be required to attend regularly. PE uniforms will be required.

Each year numerous items are lost or stolen during P.E. class. Please make sure to lock up your valuables so we can reduce the number of incidents taking place.

Showers will be solely at the discretion of the instructor. Students will be required to bring their own towels for showering after PE class.

Students will have 5 days to make up missed PE and weight training classes. Students who miss while involved in school-sponsored activities – debate, music, athletics – will not be required to make up these missed classes but may be responsible for some form of report as required by the teacher.

**Visitors:**

All visitors are to stop in the office before contacting anyone in our building. Okoboji High School does not allow students from other schools, friends or relatives to attend classes with our students.

**School Lunch Program:**

All money must be deposited in your account before 11:00 A.M. You may not have a negative balance in your account or lunch may be denied to you. Parents will be notified by e-mail (if possible) when your account is low. Students are not allowed to bring in fast food or have such food brought to them by parents by federal lunch regulations. Federal regulations also prohibit soda in the cafeteria during lunch time.

**Student Records:**

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school systems; specifically including, but not necessarily limited to: identifying data, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interests in inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. The intent of this regulation is to establish procedures for granting request of parents for access to their child's records, use of those data, and procedures for their transmittal within 45 days or sooner if practical.

**Access to Records:**

The parent or legal guardian of a student will have access to these records upon written request to the office of student personnel services, which maintains student records within this school system.

The parent or legal guardian will, upon written request to the office of student personnel services, have the opportunity to receive an interpretation of the records, have the right to question the data, and if a difference of opinion is noted, shall be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by the school policy will be followed.

School personnel having access to student data are defined as "any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the school."

### **Release of Information Outside the School:**

To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or the student if he/she is 18 or over, may be notified of the transfer and the kinds of information being released. When a student transfers, these records will be sent to the district requesting such information without receiving written permission.

Student data may be released to official education and other government agencies only if the names and all identifying markings are removed to prevent the identification of individuals.

To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian, or by the student if he/she is 18 or older. This consent form will state which records shall be released, to whom they shall be released, and reason for the release. A copy of the specific records being sent will be made available to the person signing the release forms if he so desires.

Student records will be furnished in compliance with judicial orders, or pursuant to any lawfully issued subpoena, if the parents, legal guardian, or student (if he/she is 18 years or older) are notified in advance.

All authorizations for release of information will be filed in the student's cumulative folder.

The following information may be released to the public in regard to any individual student of the school district as necessary or desirability arises. Any student over the age of eighteen (18), parent, or guardian not wanting this information released to the public must make objection in writing within fifteen (15) school days of the date of this publication and within fifteen (15) days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

- Name, address, telephone listing, date and place of birth
- participation in officially recognized activities and sports weight and height of members of athletic teams

- dates of attendance, degrees and awards received, the most recent previous, school or institution attended by the student, and other similar information.

\*If the student is 18 or older, only the student has the right to determine who, outside the school system, has access to his/her records.

**Non-Discrimination Statement:**

The Okoboji Community School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, sexual orientation and handicap in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Greg Stevens, Title IX coordinator and Section 504 coordinator at Okoboji High School, 901 H Avenue, Milford, IA (712-338-2446)