

**RED OAK HIGH SCHOOL  
STUDENT HANDBOOK**



**2012-13**

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# I. General School Information

## a. Contact Information

Physical and Mailing Address:

2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51566

Web Address:

[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)

Main Office Phone:

(712)623-6610

Main Office Fax;

(712)623-6613

Guidance Office Phone:

(712)623-6612

Email (This is the general pattern but please keep in mind that there are exceptions.☺):

[lastnamefirstinitial@roschools.com](mailto:lastnamefirstinitial@roschools.com)

Ex: [shermanj@roschools.com](mailto:shermanj@roschools.com)

Office Staff

Position	Name	Email
Principal's Secretary	Jeanne Bauman	<a href="mailto:baumanj@roschools.com">baumanj@roschools.com</a>
Guidance Secretary	Crystal Berkey	<a href="mailto:berkeyc@roschools.com">berkeyc@roschools.com</a>
Guidance Secretary	Beth DeBolt	<a href="mailto:deboltb@roschools.com">deboltb@roschools.com</a>
Activities Secretary	Trish Earley	<a href="mailto:earleyt@roschools.com">earleyt@roschools.com</a>

During the school year, office hours for the high school main office run from 7:30 AM to 4:30 PM, Monday through Friday. If you have an immediate concern to be addressed by the principal, aside from calling the principal directly, you may find it very helpful to contact the principal's secretary. She manages the principal's calendar and will be glad to expedite your requests to see him.

Should you have concerns about transcripts, state and college testing programs, driver's education, and school progress reports of any kind, please contact our guidance secretary. If the concern needs further attention, it will be referred to our guidance counselor.

Finally, regarding our athletic program, if you have a concern about the calendar for sporting events, physical forms, ticket taking, etc., please contact our activities secretary. If the concern needs further attention, it will be referred to our activities director.

## **b. Chain of Command**

When a student has an issue with a classroom teacher, athletics coach, or activity sponsor, the student should address the concern with the teacher/coach/sponsor first. Parents and guardians should encourage the student to handle the concern on their own. Of course, should the resolution not be acceptable to the student, parental or guardian involvement is highly recommended and very much welcomed.

When the parent or guardian supports the use of the chain of command, they become a key component in an excellent opportunity for the student to learn. As a result of following the chain of command, the student will be able to:

1. increase skills in self-advocacy.
2. reduce the possibility of misunderstandings and hurt feelings.
3. develop appropriate communication skills as preparation for the student's participation in the workplace.

### *Classroom Concern*

Student and/or Parent → Teacher → Principal → Superintendent → Board

Please keep in mind that your child may have a concern with a classroom aide. If this is the case, please start the process with a one-on-one meeting with the aide (support staff) first. If you find no resolution to your concern, then visit with the classroom teacher and principal as well to resolve the concern.

### *Coaching Concern*

Student -Parent → Coach → Head Coach → AD → Principal → Superintendent → Board

### *Sponsor Concern*

Student and/or Parent → Sponsor → AD → Principal → Superintendent → Board

A grievance is a claim by a student questioning the interpretation or application of a school board policy or of an administrative regulation. All grievances must be filed with the principal no later than three school days following the act which is being grieved. For further information concerning grievance procedures, contact your teacher, counselor, or an administrator.

## **c. Grievance**

See the district handbook Code 102.

**d. Non-Discrimination**

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

**e. Announcements**

Announcements will be distributed by email to all classrooms, published to the Red Oak School District webpage ([www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)), and posted in the building prior to the start of each school day.

**f. Fees**

For the 2012-13 school year, meal prices are:

K-12 Student Breakfast	\$1.10/day
Adult Breakfast	\$1.50/day
4 <sup>th</sup> thru 12 <sup>th</sup> Student Lunch	\$2.05/day
Adult Lunch	\$2.60/day
Extra Milk K-12	\$ .35/day

Students cannot overdraw their lunch accounts past a negative \$5 limit on main line lunches (not “a la carte” items). If students have exceeded the negative \$5 limit, they will be offered a commodities lunch. All students must have money in their account to purchase “a la carte” items. Please keep in mind that the lunch prices are subject to change throughout the year pending board approval, so the prices may not remain accurate throughout the course of this school year.

Fines may be assessed for a variety of reasons, however, the most common reasons are for school property lost or damaged by a student.

Loss due to theft will not absolve a student from either responsibility of making restitution for loss of or damage to school property.

**g. Telephone Calls and Use of Telephone**

Students will not be called from classes except in an emergency. The office will take messages for delivery to students after school. All students MUST use the office phone when calling home because of illness. A student must have a pass from the teacher to come to the office to use the phone; otherwise any call should be made during transition times.

## **h. Visitors to School**

If a student wishes to bring a personal guest, he/she must request permission from the principal at least twenty-four hours prior to the day of the visit.

## **i. Electronic Devices**

Electronic devices such as games, radios, televisions, tape or CD players, beepers, laser pointers, and cellular phones cause a disruption to the school day and are not to be in use during the school day (8:05 – 3:21 p.m.).

All teachers will handle electronic device violations within their classrooms. Hallway usage may be reported to the office.

## **j. Faculty Listing**

<b>Faculty Names</b>	<b>Position</b>	<b>Location</b>
Sherman, Jedd	High School Principal	HS Main Office
Spotts, Jeff	Assistant Principal/AD	HS Main Office
Allensworth, Gayle	Special Education (Director)	Inman Primary School
Allison, Sharon	Special Education	Room 205
Batula, Juan	Mathematics	Room 104
Berry, Darrell	Mathematics	Room 108
Black, Dan	Instrumental Music	Room 501
Blomstedt, Deb	Science	Room 303
Bonnett, Rebecca	Spanish	Room 101
Brabec, John	Guidance	HS Main Office
Eubank, Brett	Alternative School Instructor	Room T119
Freiberg, Melissa	Science	Room 300
Gambus, John	Social Studies	Room 304
Grim, Curt	Special Education	Room 200
Harter, Anne	Special Education	Room 204
Horn, Laura	Language Arts	Room 201
Kohout, Jim	Mathematics	Room 107
Kurtz, Diane	French/Special Education	Room 105
Marsden, Tim	Vocal Music	Room 500
Mayes, Kathleen	Business	Room 116
Mead, Michael	Social Studies	Room 106
Moyers, Sami Jo	Language Arts	Room 103
Panec, Kelen	Science	Room 305
Petersen, Ann	Media Center	Media Center
Peterson, Bob	Industrial Technology	Room 115
Podliska, Tiegien	Social Studies	Room 301
Redel, Denny	Physical Education/Weight Training	Gym
Redel, Jeanne	Physical Education	Gym
Reeve, Kim	Language Arts	Room 402

### Faculty Listing continued

Faculty Names	Position	Location
Rhodes, Sheree	Family & Consumer Science	Room 307
Rouse, Nathan	Spanish/ELL	TBA
Spencer, Alan	Ag/FFA	TBA
Sullivan, Steve	Special Education	Room 200
Uhl, Jason	Art	Room 400
Werner, Cecilia	Art	Room 400
Willey, Kay	Reading	Room T117

### k. Coach & Sponsor Listing

Sport	Head Coach	District Location	Asst. Coaches
Cheerleading	Cheri McFarland	Red Oak Resident	
Cross Country	Curt Adams	RO Middle School	Sueann French
Football	Jeff Spotts	RO High School	
Volleyball	Angela Montgomery	Washington Inter.	Sharon Allison & Deb Drey
Swimming	Bruce Schomburg	Lewis Central CSD	
Bowling	Darrell Berry	RO High School	
Boys Basketball	Brian White	RO High School	Dan Martinez
Girls Basketball		RO High School	
Basketball Cheer	Cheri McFarland	Red Oak Resident	
Wrestling	Tiegan Podliska	RO High School	
Wrestling Cheer	Gayle Allensworth	RO High School	
Boys Golf	John Gambs	RO High School	Bob Boeye
Girls Golf	John Gambs	RO High School	Bob Boeye
Boys Tennis	Dan Martinez	Red Oak Resident	Nita Martinez
Girls Tennis	Dan Martinez	Red Oak Resident	Nita Martinez
Boys Track & Field		RO High School	
Girls Track & Field	Denny Redel	RO High School	
Baseball	Darrell Berry	RO High School	Juan Batula
Softball	Nate Perrien	RO Middle School	Patty Henke

Activity	Sponsor
National Honor Society	Tim Marsden
Student Council	Anne Harter
FCCLA	Sheree Rhodes
FBLA	Kathleen Mayes
FFA	Alan Spencer
Fall Play	Mark Haufle & Laura Horn



### Coach & Sponsor Listing continued

International Club	
Lettermen's	
Speech	Laura Horn
Spring Musical	Tim Marsden
Yearbook	

### l. Support Staff Listing

Support Staff Member	Title	Email
Amber Butt	Licensed Therapist, Waubonsie Mental Health Center	<a href="mailto:amber@waubonsiemhc.com">amber@waubonsiemhc.com</a>
Heather Hall	School Nurse	<a href="mailto:hallh@roschools.com">hallh@roschools.com</a>
Nancy Amdor	High School Bldg Rep, Green Hills AEA	<a href="mailto:namdor@ghaea.org">namdor@ghaea.org</a>
Adrian Guerra	HS Lead Custodian	<a href="mailto:guerraa@roschools.com">guerraa@roschools.com</a>
DeeDee Ellis	HS Head Cook	<a href="mailto:ellisd@roschools.com">ellisd@roschools.com</a>

Classroom Aide	Email
Julie Anderson	<a href="mailto:andersonju@roschools.com">andersonju@roschools.com</a>
Meshell Billings	<a href="mailto:billingsm@roschools.com">billingsm@roschools.com</a>
Deann Birt	<a href="mailto:birt@roschools.com">birt@roschools.com</a>
Brandon Krause	<a href="mailto:krauseb@roschools.com">krauseb@roschools.com</a>
Linda Morris	<a href="mailto:morrisl@roschools.com">morrisl@roschools.com</a>

### m. Bell Schedules

Normal School Day 8:05 – 3:21	Start	End
Period 1	8:05	8:55
Period 2	8:58	9:48
Period 3	9:51	10:41
Period 4	10:44	11:34
Period 5	11:37	12:52
A Lunch times	11:37	12:02
B Lunch times	12:27	12:52
Period 6	12:55	1:45
Period 7	1:48	2:38
Seminar	2:41	3:21

<b>One Hour Early Release 8:05 – 2:21</b>	<b>Start</b>	<b>End</b>
Period 1	8:05	8:48
Period 2	8:51	9:34
Period 3	9:37	10:20
Period 4	10:23	11:06
Period 6	11:09	11:52
Period 5	11:55	1:03
A Lunch times	11:55	12:20
B Lunch times	12:38	1:03
Period 7	1:06	1:49
Seminar	1:52	2:21

<b>Two Hour Early Release 8:05 – 1:21</b>	<b>Start</b>	<b>End</b>
Period 1	8:05	8:37
Period 2	8:40	9:15
Period 3	9:18	9:53
Period 4	9:56	10:31
Period 6	10:34	11:09
Period 7	11:12	11:47
Period 5	11:50	12:53
A Lunch times	11:50	12:15
B Lunch times	12:28	12:53
Seminar	12:56	1:21

<b>One Hour Late Start 9:05 – 3:21</b>	<b>Start</b>	<b>End</b>
Period 1	9:05	9:48
Period 2	9:51	10:34
Period 3	10:37	11:20
Period 5	11:23	12:31
A Lunch times	11:23	11:48
B Lunch times	12:06	12:31
Period 4	12:34	1:17
Period 6	1:20	2:03
Period 7	2:06	2:49
Seminar	2:52	3:21

<b>Two Hour Late Start 10:05 – 3:21</b>	<b>Start</b>	<b>End</b>
Period 1	10:05	10:40
Period 2	10:43	11:18
Period 3	11:21	11:56
Period 5	11:59	12:59
A Lunch times	11:59	12:24
B Lunch times	12:34	12:59
Period 4	1:02	1:37
Period 6	1:40	2:15
Period 7	2:18	2:53
Seminar	2:53	3:21

**n. School Song**

Over hill, over dale, as we hit the loyal trail as Red Oak comes out on the field.  
Holler out with a shout, as a thousand throats cry out- as Red Oak comes out on the field.  
For it's hi-hi-hee, on to VICTORY. Shout out your colors loud and strong-ORANGE-  
BLACK  
For it's fight team fight, with courage and with might- As Red Oak comes out on the  
field.  
As Red Oak comes out on the field- hey V-I-C-T-O-R-Y

**o. Traffic Regulations**

Driving a motor vehicle to and from school is a privilege, not a right. Permission to drive to and from school can be removed for poor driving habits in and around the schools, as reported by school staff, students and/or parents. In order to insure maximum student and vehicle safety and to prevent complaints concerning student driving and parking, several regulations need to be observed.

1. Students are to park in the student parking lots which are the North and South parking lots only. Students are not allowed to park in the west lot (Teacher's Lot) next to the Tech Building and the Main Building.
2. Vehicles are to be parked in designated areas/spaces.
3. At no time should cars block or be a hindrance to through traffic.
4. Students parking in areas other than those designated for student parking between the hours of 7:30 a.m. and 4:00 p.m. will be in violation of the parking regulations.
5. Under no circumstances are students to be in a vehicle for any reason at any time during the school day without permission from the principal's office.
6. Students must register the vehicle and display a valid parking sticker.

**p. Media Center**

Red Oak Community High School has an excellent Instructional Media Center for your academic and personal needs. The center's staff will provide you with individualized assistance and a wide range of services and resources. The center is open from 8:00 a.m. to 4:00 p.m. each school day. Computer instructional materials and assistance in utilizing computers are available. The many and varied resources include more than 8,000 books, audio recordings, videotapes, media kits, and more than 60 current periodical subscriptions.

**q. Protective Devices**

In accordance with state law, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from participation in said course, and the registration of a student for such course may be cancelled by the principal for willful, flagrant, or repeated failure to observe the above requirements.

**r. Student Lockers**

Student lockers and desks are property of the school district. Students should use their lockers and desks assigned to them for storing their school materials and personal items necessary for their attendance at school. The school reserves the right to check any locker where there is reason to believe that it contains books or articles belonging to other students, to the school, or items which create a hazard or violate the policies of the school or any laws of the State of Iowa. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged.

Lockers are assigned to students. Students may not change into another locker without the permission of an administrator.

It is generally unwise to create excessive temptation by leaving valuables or other articles in your locker which may create an unusual interest for others to want access to your locker. Such items may be brought to the office for safe keeping until the close of the school day.

It should be further understood that the school authorities have the right and the responsibility to make a periodic inspection of all lockers to make certain that they are being maintained in a sanitary, clean, and neat condition. Students who deface, ( i.e. gum, tape, marker, etc.) their locker will be charged for repairs and clean-up.

It is inappropriate to post obscene or suggestive pictures, logos or ads for substances outlawed for minors, or any other materials that are of poor taste. Such will be removed and repeat offenders will be suspended from school.

The rules and regulations also apply to physical education and athletic lockers. Only locks issued by the school may be used to secure these lockers.

### **s. Student Freedom of Speech**

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

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption in the orderly operation of the school. Advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications under the supervision of a faculty advisor and principal.
3. Signs, banners, and posters may be posted with permission from the office.

## **II. Student Academics**

### **a. Guidance**

It is felt by the administration and faculty of this school that each student is important in his/her own right—this being a basic philosophy, we wish to further your opportunity of success. A testing program aids each student to evaluate his or her progress. Testing and interviews are done to help you plan for your future. You may like additional assistance. It is important for you to know your abilities, capacities, interests, and aptitudes to enable you to intelligently work out a plan for life that will give you economic security, happiness and contentment. Please feel free to visit with our teachers, counselor, principal, or superintendent at any time; we are here to help you plan your future.

The school guidance department exists to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or a personal problem, may be discussed with the guidance counselor.

As a student progresses through senior high school the guidance counselor will help each individual to choose the subjects which fit his/her individual needs. During these years, plans for the future start taking shape. To help with the many decisions a student must make, the guidance department is well supplied with information about colleges and trade schools and about jobs in hundreds of different fields. Each student is encouraged to become acquainted with the counselor early and to use the guidance services often. Appointments may be made by visiting the counselor's office.

## b. Graduation Requirements

Students must satisfy the following requirements to graduate from Red Oak High School:

1. Complete 52 credits
2. Successfully complete the following:
  - 6 semesters in Science (3 years) including Biology and Physical Science;
  - 8 semesters in Language Arts (4 years)
  - 6 semesters in Social Studies (1 semester of Economics, 1 semester of Government, 1 year of American History and two additional electives)
  - 6 semesters in Mathematics (3 years)
  - 1 semester in Fine Arts (Music, Art, etc.);
  - 2 semesters in a Vocational/Career Area (Business, Ag., Computer, Industrial Technology, Family and Consumer Science, or MOC, **Software Essentials is required for freshmen**)
  - 4 semesters of Physical Education (required every other semester for 1 credit per year)

Students in grade twelve may be excused from physical education by the principal if requested in writing by the parent.

The following courses are required and should be taken at the level indicated:

### 9<sup>th</sup>

Composition Skills (1)  
Lang. Arts (1)  
Math Elective (2)  
World Area Studies  
Physical Science (2)  
Physical Ed. (1)  
Software Essentials (1)

### 10<sup>th</sup>

\*US History (2)  
Lang. Arts (2)  
Biology (2)  
Social Studies elective (1)  
Math elective (2)  
Physical Ed (1)

### 11<sup>th</sup>

American Lit (2)  
Science elective (2)  
Physical Ed. (1)  
Math elective (2)

### 12<sup>th</sup>

Government (1)  
Economics (1)  
Physical Ed (1)  
Language Arts (2)

\* Required during sophomore or junior year

**c. Class Schedules and Class Drops**

Red Oak Senior High School will schedule students during the winter for both semesters of the forthcoming school year. All classes are considered to be one semester in length so far as an individual student's schedule is concerned.

Teacher assignments for two semesters will vary. Students will receive a copy of their schedule during August.

Requests for schedule changes will generally be considered through July preceding the start of a school year. Specific guidelines can be found in the "Course Description Planning Handbook".

The Board of Directors encourages all students to make maximum use of curriculum offerings, supplemental resources such as libraries and all other educational facilities. To that end, it shall be the policy of the Red Oak Community School District that all high school students be in attendance for a school day of seven periods. Each student will be enrolled in seven courses in addition to a seminar class. Students are to attend school for the entire school day and there are no provisions for early release, except for PSEO regulations.

Students will have the first two days of each semester to drop a class without penalty. After that, a failing grade will result unless due to medical reasons.

**d. Homework & Make-Up Work**

The responsibility rests with the student for arranging to make up work. The student should contact the teacher either before or after school, or during seminar to get assignments. A student will have two days for the first day of an absence, and one day for each additional day of absence. If work is not made-up in a timely fashion, a zero will be given for the work missed.

In cases of extended illness, you may call the office and request assignments. The length of absence is taken into consideration by the individual teacher.

If a student knows that an absence will occur, the parent should contact the office in advance of the absence. The student should pick up an advance make-up slip in the office. Ideally, assignments should be completed before the absence occurs.

**e. Progress Reports and Report Cards**

Approximately every four weeks, either a progress report or report card will be given to the student.

## f. Dropout Prevention: Seminar

The purpose of the seminar period is to serve as an extension of and enrichment for the academic programs of Red Oak High School. Seminar period has the function to aid in the preservation of class time. Its primary use is student-centered and will include make-up work, tutoring, homework, individualized instruction and enrichment activities. Any activity that is inappropriate during regular class time is also considered inappropriate during the seminar period.

If every teacher and student alike took the seminar time very seriously, it really can be a means of preventing students from dropping out of school. In theory, all student work could become up-to-date and students would be less likely to lose credit at semester's end.

### Student Expectations

A. Seminar is a time for study only.

B. Students must:

1. Report to assigned seminar for the first and last 5 minutes of the period.
2. Receive **prior** signed approval on a seminar pass form to go to another destination during seminar time.
3. Come to class prepared with work. This means that students should not be given a pass to go to their lockers. If the student has "no work," then the teacher is responsible for providing a reading topic. The laptops are not for games during Seminar.
4. Remain silent throughout the entire period, unless engaged in peer tutoring with permission of the teacher.
5. Remain awake.
6. Make productive use of their time.
7. Bring no food or drink.
8. Not request a pass to the restroom.

C. Students with **prior** signed approval may pass to:

1. Another teacher for assistance during the teacher's non-prep time.
2. Media center with a pass from the MC personnel.
3. Guidance office.
4. Designated testing center for make-up tests/quizzes.

D. Students violating the above seminar expectation are subject to the following consequences:

1. First Offense- 1 hour detention
2. Second Offense-1/2 day ISS
3. Third Offense- 1 day ISS
4. Fourth Offense- 3 days Out of School Suspension

At any point during the first 3 offenses, a student with no violations for 30 calendar days will move back to the previous step.



**As part of the program for dropout prevention, administration will check grades in a regular, periodic fashion. If it is noted that a student is earning a “D” or “F,” changes in the student’s schedule will be made to get them appropriate assistance. They will not be permitted the privileges mentioned in section C of this topic.**

Open seminar is granted to junior and seniors who’s grades are C- or higher in every class. Determination for open seminar is made by administration.

Honors seminar is granted to freshman and sophomores who’s grades are B- or higher in every class. Determination for honor seminar is made by administration.

#### **g. Dropout Prevention: Study Room**

Goals:

1. To develop a proactive study program that will encourage strong study habits for all students who are struggling academically in courses.
2. To provide an additional learning opportunity for student activities participants thus enabling them to help improve their academic standing.
3. To stress the importance of a quality education; academics come first.

Study Room Requirements:

Students participating in activities and receiving a current grade of a “D” or below will be required to attend Study Room sessions in order to raise their academic standings. A student must attend 2 out of 3 sessions (see days and times) until their grade improves to a “D+” or higher. The days and times will be selected by the student. The status of the student’s grade will be verified by the classroom teacher in cooperation with the Activities Department. If a student does not attend the required amount of study time within the week, they will not be allowed to participate in the next competition/event of the activity or activities that they may be involved. Students will be expected to sign in at each session and work quietly while in attendance. Tutors may be available for students if prearranged.

Study Room Location: High School Athletic Conference Room

Monitor: A.D. or other designated school personnel.

Study Room Session Times:

Tuesday, Wednesday, and Thursday mornings (7:30-8:00).

Wednesday afternoon (1:15 – 1:55)

Tutors: Staff, NHS and Lettermen’s Club members.

\* Students will be excused from practices during the time that they are in attendance at the Study Room. Following the session they will be expected to attend practice.

#### **h. Semester Tests**

Semester tests will be administered the last three days of each semester in the regularly scheduled classes.

#### **i. Incomplete Grades**

Incomplete grades are earned only because of excused absences. Generally, two weeks are allowed at the end of a semester grading period to remove a grade of incomplete. After this time the grade automatically becomes an “F” if the work is not completed, and extremely unusual circumstances are not involved. Administrative approval will be necessary to extend this time.

#### **j. Repeating Coursework**

Whenever a student fails to obtain necessary credits in a required course the course must be made up or retaken as soon as possible. Whenever a student fails an elective course, the particular course failed need not be made up or retaken, however, the student must be sure he/she will have enough credits to graduate. The best procedure to follow whenever a course is failed in each and every situation is for the student to visit with the counselor. No credit is given for courses failed.

#### **k. Duplicating Coursework**

In most cases when a course is successfully completed it may not be retaken for credit. There are exceptions and you should review each course description (Examples are studio art, pottery.) The principal and teacher’s written permission to duplicate any course is required.

#### **l. College Visitation**

Senior students will be excused two days / juniors one day for a college visitation providing the following conditions have been met:

1. The guidance office will contact the Director of Admissions at the college to be visited.
2. Student must have a statement from the Director of Admissions.
3. Student must have parental permission for visit.
4. Student must pick up “Permission for Make-up Work Before Absence” slip from the guidance office prior to visitation.
5. “Make-up slip” must have instructor’s final okay and be returned to the guidance office prior to the day of visitation.

### **m. Job Shadowing**

Students will be allowed two days per year for job shadowing activities related to vocational education courses. The following process must be met for release from school for job shadowing activities:

1. Must have a scheduled visitation with a business or industry in the Red Oak Community.
2. Student must have written parental permission to visit.
3. Student must pick up "Permission for Make-Up Work Before Absence" slip from the guidance office prior to visitation.
4. Student must have the permission from the vocational instructor to participate in the shadowing activities.

### **n. Grade Point Average**

Grade Point Average (G.P.A.) is determined by averaging the grades which students receive in their classes. A G.P.A. is calculated by multiplying the semester credits by grade weights and dividing that product by the number of credits which are included in the G.P.A. Courses excluded from the G.P.A. include: Drivers Education and all courses taken Pass-Fail/Satisfactory-Unsatisfactory basis.

Although the Red Oak Community School uses the above method of calculating G.P.A., many colleges and universities will recalculate the G.P.A. for their own purposes. Other more competitive schools may exclude all courses except the core academic areas.

Beginning with the class of 2011, there will be a weighted grading system used by Red Oak High School. An explanation of the courses that would be weighted will be available in the 2009-2010 curriculum handbook.

#### Pass-Fail Grading System and the G.P.A.

Course work may be taken on a pass-fail basis, but only with the permission of the instructor and principal PRIOR to the end of the first week of the class involved.

### **o. Mid-Year Graduation**

In considering mid-year graduation, the student and his/her parents need to consider seriously the advantages/disadvantages of this option. There should be compelling reasons for pursuing such a course. It is the viewpoint of the Board of Education and administration that students should take advantage of the opportunity to grow and mature intellectually as well as socially through four years of high school attendance. The benefits of interacting with one's peer group and enrolling in courses/activities that offer opportunity for participation in varied activities need to be given serious consideration. It is recognized, however, that a few students might better satisfy their particular needs by early completion of high school in order to pursue a career, enrollment in a post secondary school, or to become involved in some other worthwhile endeavor.

1. Application for mid-year graduation shall be submitted to the principal no later than start of the 4<sup>th</sup> quarter of the junior year. No late requests will be considered except for transfer students entering after the start of the 4<sup>th</sup> quarter. In extreme circumstances exceptions to the above deadlines may be made upon the recommendation of the high school principal. It is strongly recommended that all students complete four years of high school.
2. The student must earn the required number of credits for graduation from this school that are in effect at the time of application. This includes specific required courses.
3. Prior to the time an application is filed, the student and his/her parents or guardian are required to meet with a school counselor to discuss the feasibility of early graduation. Such matters as the student's past record of scholastic achievement, attendance, attitude toward school/teachers, reason(s) for early graduation, and subjects to be pursued in earning credits need to be considered.
4. A request for mid-year graduation is subject to the recommendation of the principal and the approval of the Board of Education.
5. A student approved for mid-year graduation forfeits his/her eligibility to participate in all school sponsored or sanctioned activities during the eighth semester and the following summer. This means you cannot participate in prom, class trip, or athletics.
6. Even though the student would earn a diploma at mid-year, it would not be granted until graduation ceremonies at the end of the school year. The student could elect to take part or not take part in graduation ceremonies but in either case the principal would have to be notified of the decision by January 15.
7. School records would show the student as having met the requirements for graduation effective the last day of the first semester. Grade average and rank-in-class for the student would be determined and listed both at the end of the seventh semester and at the end of the eighth semester. If needed, the principal will certify early graduation by letter to any college or post high school institution or prospective employer requiring proof of graduation.
8. Any student who has been approved for mid-year graduation will be expected to achieve passing marks in elected courses and to maintain regular school attendance. Course schedule changes will not be made to suit the convenience of the student. Course changes will not be made that will adversely affect the course/section balance.
9. Prior to his/her eighth semester, a student may reverse the decision of mid-year graduation. The student would then be required to remain in school and enroll as a full-time student during the final eighth semester.

**p. Graduation Activities and Honors**

All students who have completed all graduation requirements except those with special student status are eligible for graduation activities. Students who have completed seven semesters of high school attendance and who have been approved for mid-year graduation are eligible for graduation activities. Those who have completed the Board of Education's requirements for graduation will receive a diploma.

The class selects their graduation announcements in the fall. The student pays for these upon delivery which is usually in March or April.

Senior pictures should be taken during the summer prior to your senior year. Students are required to bear all costs of senior pictures.

Caps and gowns are purchased at student expense in the spring.

Students will need a GPA 3.25 to 3.66 to graduate with honors and a GPA of 3.67 and above to graduate with distinction.

#### **q. Recognition of Academic Achievement**

##### Academic Letter

To qualify, students must have achieved a G.P.A. of 3.25 or better two consecutive semesters in which they have earned a minimum of seven (7) credits each semester.

##### Attendance Recognition

Any student who has not missed a class during a semester will receive a certificate recognizing their outstanding attendance.

##### Honor Roll

The names of students nominated to the honor rolls are published in the Red Oak Express after each grading period during the year. The following basis is used in nominating students to the honor rolls.

To be eligible for the quarter or the semester honor roll a student must be enrolled in at least (4) academic courses other than instrumental music, chorus, and/or P.E. Honor roll categories are 3.0 to 3.666 ( honor roll) and 3.667 to 4.0 (high honor roll).

##### National Honor Society

The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. The purpose of this organization is to recognize enthusiasm for scholarship, service, leadership, and character. Student membership in the National Honor Society is based on achieving recognition in these four distinguishing traits. Membership is further restricted to students in the junior and senior classes who have cumulative scholastic grade averages of 3.5 for 4 consecutive semesters.

Students eligible for the Honor Society are requested to submit an application including a summary of all activities, service projects, elected offices held, and volunteer work they have participated in. The final selection of Honor Society members is determined by the number of points accumulated by each applicant based on the application. Installation of Oak Chapter National Honor Society will be in November.

**r. Student Records and Transcripts**

Please report any change in your address, phone number, guardian or individual to be contacted in case of an emergency to the guidance office. Section 99.6 of the United States Department of Education grants certain rights in regard to student records.

1. Right to view records
2. Persons authorized to view student records.
3. Procedures for requesting to view records.
4. Right to request amendment of student record.
5. Dissemination of records.

The district or its officials or employees may disclose the following directory information without obtaining consent from the student or the student’s parents or guardians:

**A. Directory Information**

1. the student’s name, address and telephone number
2. the names, addresses and telephone numbers of the student’s parents or guardians
3. the student’s age, and date and place of birth
4. the student’s fields of study
5. the student’s participation in officially recognized activities and sports
6. the weight and height of members of athletic teams
7. the dates of attendance in the District
8. degrees and awards received by the student
9. the most previous educational agency or institution attended by the student

However, if an authorized student, parent or guardian notifies the superintendent in writing by the start of each school year (or within ten (10) days of enrolling in the District if a student enters after the start of the school year that he/she does not want any of the above listed items to be considered directory to any person, then such information shall not be released with respect to that student without consent.

Copies of the full policy (505.1) dealing with student records may be obtained from the office of the Superintendent.

If an authorized parent or student feels that their rights have been violated under policy 505.1, they may file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Ave S.W., Washington, D.C. 20202.

After the student’s graduation from ROCHS, a \$1.00 fee will be assessed for each transcript to cover copying costs.

**s. Transferring from District**

The parents of students wishing to transfer out of the district before graduation, should notify the guidance office in writing as soon as possible. The notice will be on the school’s record request form. After such notice is received, the student will receive instructions regarding the return of textbooks, media center materials, locker, equipment, hot lunch, etc. No refunds will be made until all fees or fines have been paid.

### III. Student Activities

#### a. Student Organizations

When taking a journey through exciting and different territory, you can either keep your eyes and ears open or close them and miss it all. Red Oak Community High School has many opportunities for you besides athletics to help keep your journey interesting. Consider joining something!

The following activities are available for your enjoyment. We hope each student at our high school will take full advantage of these opportunities.

- 1) Lettermen's Club
- 2) Student Council
- 3) FFA
- 4) FCCLA (Family Career & Community Leaders of America)
- 5) Future Business Leaders of America
- 6) International Club
- 7) National Honor Society
- 8) Music
  - Band/Chorus
  - Flag Corp
  - Ensemble Groups
  - Spring Musical
- 9) Yearbook
- 10) Cheerleading
- 11) Fall Play
- 12) Art Club
- 13) Book Club
- 14) Speech

#### b. Athletics

The following listed sports are available to our students and we encourage each of you to become actively involved. Listen for announcements concerning organizational meetings.

FALL	WINTER	SPRING	SUMMER
Football	Basketball	Golf	Baseball
Cross Country	Cheerleading	Tennis	Softball
Volleyball	Wrestling	Track	
Cheerleading	Bowling		
Swimming			

### **c. Student Council**

The Red Oak Community High School Student Council works in the best interest of the student body. It ensures that the Red Oak students are represented at functions that directly affect them. It also enriches school life through the coordination of school events and activities. The council formulates and implements plans and ideas for events such as homecoming, various dances, assemblies and many other student activities. It pulls all of the schools' resources together for the best possible results.

The Red Oak Community High School Student Council is elected by the student body each spring. This is a great opportunity for students to get involved and we are very anxious to get them involved. You can help decide the future of your school by taking time to serve as a student council member. Active participation in activities such as student council will make your high school years a much more memorable experience. Students interested in being a member must complete a nomination form which must be signed by themselves, the high school principal and the advisor. Those seeking an office must complete the above and circle the office desired. President and Vice President candidates **MUST** be a junior or senior. They must also run on one ticket together. Other officers can be sophomores, junior or seniors.

The student council wants to do what is best for all concerned in the Red Oak High School. Generating school PRIDE and working to enhance the overall school system are goals strived for all year. Any student wishing to discuss a concern with the council should contact a student council member or the advisor. Any input is appreciated.

### **d. Dances**

All dances must be approved by the principal. Approval must be requested at least two weeks in advance of the date of the dance. All students in attendance are subject to breathalyzer testing if chaperones and/or law enforcement deem necessary. Anyone who leaves the dance will not be readmitted. Admission may be denied to anyone based upon the sponsor's or principal's judgment, his/her judgment based on due cause. Middle school students will not be allowed to attend ROHS dances. Sign-in and sign-out is required. The same rules of conduct regarding student behavior during the school day will apply to dances. All dates that do not attend ROHS must have prior approval three weeks in advance by the principal. They will be required to prove their identity with photo id (driver's license or passport) to attend. ROHS students are responsible for the conduct of their guests. Organizations sponsoring dances must assure that a minimum of three approved sponsors are in attendance for supervision duties. In order to be eligible to attend the dance, the student is required to be in attendance the full day. The following admission rules will be strictly followed:



- 1) HOMECOMING:
  - a. Dance will occur on Saturday night and will end at 11:30 PM.
  - b. All ROHS students may attend the Homecoming dance provided they pay admission price and comply with any conditions established.
  - c. No one 21 or over will be admitted.
- 2) JUNIOR/SENIOR PROM:
  - a. The following people are eligible to attend the Junior/Senior Prom: Red Oak High School Juniors and Seniors, Dates of the Red Oak Juniors and Seniors who are under the age of 21. **Their dates may not be freshmen or younger.**
  - b. Students must wear formal attire or they may be asked to leave the Prom.

**e. Eligibility for Activities**

The merit, value and effectiveness of participation in interscholastic competition is recognized and participation by as many students as possible is encouraged. Participation in interscholastic competition is a privilege and with this privilege comes responsibility.

Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The rules imposed by individual sponsors or coaches must have administrative approval and be on file with the Activities Director. Sponsors or coaches will provide a copy of these rules to his/ her players and their parents. The privilege of participation may be suspended or cancelled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

The Board of Directors of the Red Oak Community High School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities, whether away from or at school, serve as ambassadors of the school throughout the calendar year. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participating in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The activities director shall keep records of violations of the Good Conduct Policy. The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FBLA, FCCLA, National Honor Society, all co-curricular (e.g., Art Club, International Club), all honorary and elected offices (e.g., Prom and Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for any other activity where the student represents the school outside the classroom. To be eligible for an activity, students participating must:

- 1) Be enrolled or dual-enrolled in school;
- 2) Have earned passing grades in all full-time classes within the year prior of participation, subject to the scholarship rule. Ineligibility will be a 30 day period starting with the first sanctioned event for each organization, unless governed by other regulations.

- 3) Mandatory weekly participation in study room for students receiving a grade of D or below;
- 4) For students in athletics, music, or speech activities, be under 20 years of age;
- 5) For students in athletics, music, or speech activities, be enrolled in high school for no more than eight semesters;
- 6) For students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- 7) Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student;
- 8) Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

**(No Pass/No Play)(or Scholarship Rule)**

This rule has been created by the Iowa Department of Education.

A student must receive credit in at least 4 subjects at all times.

Pass all courses and make adequate progress toward graduation to remain eligible.

If not passing all courses at the end of a final grading period, the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant.

There is no requirement that the student competed in the sport previously.  
Students in baseball or softball have the same penalty as all other students.

Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.

Requirement that member schools report interventions on CSIP.

A "student with a disability" and an IEP is judged based on progress made toward IEP goals.

Ability to use summer school or other means to make up failing grades for eligibility purposes not available.

**f. Activity Attendance**

Students are expected to be in regular attendance the day of and the day after an extracurricular activity. Failure to adhere to this expectation may result in disciplinary action for that activity.

- Students shall be in school and attend all scheduled classes on the day of an extracurricular interscholastic activity. This includes all college courses. Any exception must be cleared in advance by the principal or his/her designee. This would include visits to the doctor.
- Students late for a class by more than 20 minutes will not be permitted to participate in an extracurricular interscholastic activity or practice.
- If a student will miss a class or classes because of an extracurricular activity, he/she must have an advance excuse and turn in assignments to teachers in advance or make special arrangements for such assignments with the teachers involved.

**g. Fundraising**

Students may raise funds for school-sponsored events with the prior written permission of the building principal. Fundraising by students for events other than school sponsored activities is not allowed.

**h. Assemblies**

School assemblies are an integral part of our educational program and require the cooperation of every person to make the assembly a good experience. We have been proud of the behavior of our students and the warm welcome they give to people conducting an assembly. Help us maintain our excellent reputation.

Impressions of Red Oak Community High School often go well beyond Red Oak. Proper applause indicates appreciation. Because assemblies are such an important part of school, all students are expected to attend assemblies. Skipping assemblies will result in the same consequences as truancy.

**i. Field Trips**

Field trips 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. If a field trip is required for a course, students are expected to attend the field trip. If a student does not attend the field trip, an alternative assignment will be given to make-up for the field trip. Absences in other classes or school activities due to attendance or field trips are considered excused absences.

When on a field trip, 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 signed permission slip and a completed advance make-up slip.

#### **j. Activity Transportation**

All students representing the school district are expected to ride to and from events in vehicles provided by the school district. Any other arrangements must be approved by the building administrator or his/her designee. Coaches/ sponsors will have a release form that may be signed by the parent of the student wishing to ride home with his/her parent. No student will be released to anyone other than their parent without the approval of the building administrator.

### **IV. Student Attendance**

#### **a. Attendance Regulation**

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

The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws, and the excessive absence regulation.

Parents are expected to telephone the school office (623-6610) to report the student absence in advance of the start of school, if possible, and in all cases by 8:30 A.M. of the day the absence occurs to avoid a call from the automated dialer. Any absence that occurs without notification by the student's parent will be classified as truant.

#### **b. Excessive Absence Regulations**

Our state legislators here in Iowa have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:

*The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.*

*The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.*

To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board directors, have designed these rules so that all students may receive an excellent education.

### **Excused Absences:**

The following are examples of excused absences:

- 1) School Suspensions (documented by school disciplinarians)
- 2) School-sponsored Field Trips (documented by teachers/sponsors)
- 3) Funerals (documentation required from parent within 2 school days after funeral)
- 4) College Visits (signed college visit form, or college letterhead, signed by college rep)
- 5) Doctor Visits (documentation required from doctor's office signed by office rep/Dr.)
- 6) "Planned" Family Vacation (documented by parents ahead of the actual vacation)
- 7) Illnesses with Documentation
  - a. Sufficient documentation for an excused absence could be one of two situations:
    - i. A parent calls **within 2 school days** from the date of an illness-related absence.
    - ii. A Parent sends in a note **within 2 school days** from the date of an illness-related absence.

The high school will accept a "**parentally**" excused absence for only four days during a semester.
  - b. For any illnesses surpassing the four "**parentally**" excused absences in a given semester, it is the student's responsibility to bring to the high school office a "doctor's note" stating the student's illness and timeframe of that illness. This note must be brought to the office **within 2 school days** following the student's return to the high school.
  - c. If a student surpasses the four "parentally" excused absences, and the student fails to bring in the doctor's note to the office **within the 2 school days** following the student's return to the high school, then the absence remains "unexcused."

### **The Consequences of Unexcused Absences**

If the student accumulates 10 (ten) unexcused absences in a semester, the student may be dropped from the course.

For students who are of compulsory attendance age, if the student misses more than 8 unexcused absences, their name and their parents' names will be forwarded to the County Attorney where the student resides for further mediation. According to law, parents can be incarcerated for "not causing a child to attend school."

In addition, a student's driving privileges may be revoked as a result of the student's lack of attendance. This is in accordance with Iowa Code 299.1B, which reads as follows:

***Iowa Code 299.1B Failure to attend - driver's license.***

***A person who does not attend a public school or an alternative school shall not receive an intermediate or full driver's license until age eighteen.***

This is also in accordance with Iowa Administrative Code as designed by the Iowa Department of Education, which reads as follows:

***Iowa Administrative Code 761-615.23(2) Suspension for juvenile's failure to attend school.***

***a. The department shall suspend the driver's license of a person under the age of 18 upon receipt of notification from the appropriate school authority that the person does not attend school.***

***b. "School" means a public school or an alternative school.***

***c. "Appropriate school authority" means the superintendent of a public school.***

***d. The suspension shall continue until the person reaches the age of 18 or until the department receives notification from the appropriate school authority that the person is attending school.***

***e. The department may issue to the person a minor's restricted license in accordance with Iowa Code section 321.178 and [rule 761—602.25\(321\)](#) if the person is eligible for the license.***

***This rule is intended to implement Iowa Code sections 232.52(2) "a"(4), 299.1B, 321.213, 321.213A, 321.213B, and 321.215.***

**c. Additional Absence Guidelines**

Absences which are due solely to hospitalization or long-term home illness will not be counted if parents immediately provide the school with a written doctor's excuse which list the specific dates in question.

Class absences as a result of approved school activities will not count against the student. Unless otherwise indicated, students who miss class due to requests from administrators and counselors fall within the approved school activities category.

**d. Truancy**

Truancy will be defined as being absent from class without the consent or knowledge of either the parent and/or guardian or school official. Students who are truant will receive no credit for work missed. Excessive truancy, which is more than four (4) incidents in a semester, may result in the loss of credit in courses impacted

**e. Skip Day**

Skip day is prohibited. Anyone participating in a skip day will be considered truant. Should a large number of students miss any day under suspicious circumstances; an additional day at the end of the year will be added.

#### **f. College Visitation**

Junior and senior students will be excused for college visitations providing the following conditions have been met:

1. Student must have parental permission for visit.
2. Student must have a statement from the Director of Admissions.
3. Student must pick up "Permission for Make-up Work Before Absence" slip from the guidance office prior to visitation.
4. "Make-up slip" must have instructor's final okay and be returned to the guidance office prior to the day of visitation.

#### **g. Job Shadowing**

Students will be allowed two days per year for job shadowing activities related to vocational education courses. The following process must be met for release from school for job shadowing activities:

1. Must have a scheduled visitation with a business or industry in the Red Oak Community
2. Student must have written parental permission for visit
3. Student must pick up "Permission for Make-Up Work Before Absence" slip from the guidance office prior to visitation
4. Student must have permission from the instructor to participate in the shadowing activities.

#### **h. School Sponsored Activities**

Students participating in school sponsored activities (field trips, athletic events, school arranged college visits, job shadowing, activity events, etc.) will not be recorded as an absence on the student's attendance record. Make-up work should be completed in advance of the activity.

#### **i. Open Lunch**

All juniors and seniors will start the year with open lunch with signed parental permission form.

**If a junior or senior is given in-school suspension, they will not be able to leave the campus during lunch for the days suspended.**

**Any freshman or sophomore who wishes to leave during the lunch period must have permission from the administration and parents/guardians. The reason for leaving must be an exceptional one and parents must sign the student out.**

**If an ineligible student for open lunch leaves campus during the lunch period without permission, it will be considered truant and the consequences will follow the guidelines found in this handbook.**

## **j. Tardy Regulations**

Students reporting to class late but arriving within (20) minutes from the start of class will be considered TARDY. A student entering class more than 20 minutes late will be considered absent from the class.

All teachers will address tardy students in the following manner:

1. If the student walks into the classroom after the bell, they are considered tardy.
2. The teacher must send the student to the office to receive a pass back into class.
3. The teacher must assign the student a detention if the tardy is unexcused.
4. The teacher must write a referral to the office if the student does not serve the detention.
5. If the student is more than twenty minutes late to the class, not only must the teacher mark the student absent, but they must issue a detention (if it is unexcused).
6. The high school administration may revoke open lunch should a student be tardy when returning from lunch.

## **k. Leaving the Building**

Leaving the building without first obtaining permission from the principal, nurse, or attendance center personnel is prohibited.

**STUDENTS MUST SIGN OUT AT THE ATTENDANCE OFFICE AND HAVE ADMINISTRATIVE APPROVAL PRIOR TO LEAVING.**

Students who leave without following the above procedures will be considered truant for those classes missed.

## **l. Homework & Make-up Work**

The responsibility rests with the student for arranging to make up work. The student should contact the teacher either before or after school, or during seminar to get assignments. A student will have two days for the first day of an absence, and one day for each additional day of absence. If work is not made-up in a timely fashion, a zero will be given for the work missed.

In cases of extended illness, you may call the office and request assignments. The length of absence is taken into consideration by the individual teacher.

If a student knows that an absence will occur, the parent should contact the office in advance of the absence. The student should pick up an advance make-up slip in the office. Ideally, assignments should be completed before the absence occurs.



## **V. Student Behavior & Student Discipline**

### **a. Philosophy of Student Behavior**

Good discipline originates in the home. The parent is the first teacher of the child, and it is the parent's obligation, by teaching and by example, to develop in his or her children good habits of behavior as well as proper attitudes toward school. The home and school must work together to achieve the ultimate goal of educating a child to become a mature person capable of self-control. The Red Oak Community School District expects parents and guardians of students to recognize their responsibilities and to cooperate with the school in implementing effective discipline.

School procedures necessary for achievement of the maximum educational benefits must be carried out. The carrying out of such school procedures is a joint responsibility of the Board of Directors, its staff, the students, and their parents.

The dignity of the student should be protected with proper consideration for each individual's sex, race, color, creed, and physical and intellectual characteristics. The recognition by the student and the staff of their responsibility to each other in this connection might well establish a mutual respect which should stimulate a sound basis for carrying out school procedures. Students will be expected to conduct themselves in keeping with their level of maturity. The dignity of the staff, as individuals, and the respect for the staff in their professional capacity is an important part of the school system and should be protected.

Members of the staff shall have the authority necessary to carry out such school procedures including the use of reasonable physical force to prevent and to stop any act of interference with the scholarly disciplined atmosphere of the school and school environment.

Student misconduct not addressed in this handbook may still be basis for discipline and conduct that is illegal, immoral, or which causes a disruption to the orderly school environment, may result in discipline up to and including expulsion.

### **b. Student Expectations**

The Five P's

- 1) Be Prepared
- 2) Be Productive
- 3) Be Punctual
- 4) Be Polite
- 5) Be Positive

### Behavioral Expectation Matrix

Rules	Classroom	Cafeteria	Hallway	Restroom
Be Prepared	Come to class with all necessary materials	Enter orderly and quietly	Organize Lockers	Use restroom closest to class
Be Productive	Stay on task, submit assignments, take notes	Be seated and manage time wisely	Utilize the 3 minutes between classes wisely	Take care of business
Be Punctual	On Time be seated before bell rings	On Time entering and leaving to class	On Time from class to class	On Time - within reason of what is expected
Be Positive	Do your best at all times	Be a positive role model for others	Be a positive role model for others	Model proper behavior
Be Polite	Practice good manners	Dispose of trash during breakfast and lunch	Walk and minimize the noise level	Dispose of trash properly

#### c. Discipline Matrix

The provisions of these rules and consequences apply whenever students are involved, such as:

- School activities on property owned by the School Board
- Travel on school buses
- Off-site, school-sponsored activities, such as field trips
- On-site or off-site school-related problems which are the result of disruptive behavior at school
- To and from school

Cumulative offenses will result in progressive consequences.

Accumulated Offenses-Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the Code of Behavior even though any offenses may not warrant such serious corrective action.

Offenses are designated by level of degree of severity:

**Level 1:** Classroom teachers are encouraged to handle as much of their own discipline as possible. We will provide APL strategies to help teachers manage their classrooms effectively. These usually result in detention.

**Level 2:** Offenses which primarily affect only the individual student and will usually result in detention or in-school- suspension. Parents will be contacted.

**Level 3:** Serious offenses that cause a disruption to the learning environment. Disciplinary action may be detention, in-school suspension, and out-of-school suspension. Parents will be contacted.

**Level 4:** Major offenses that will receive the most severe disciplinary actions are out-of-school suspensions and/or an informal hearing which may lead to a recommendation for expulsion from Red Oak Community School. Parents will be contacted.

RULE/DEFINITION	EXAMPLES	EXCEPTIONS	CONSEQUENCES
<p><u>Bomb Threat or Attempt to Bomb, Burn, or to Destroy a School Building or Property:</u> Student conduct which may put others in danger will not be permitted. Threatening is forbidden because it violates the law.</p>			<p>L4: Suspension, legal action</p>
<p><u>Bus Violation:</u> Bus rules and regulations must be followed because they ensure safe transport to and from school and protect the rights of others to a safe bus ride.</p>	<p>Profanity, horseplay, eating/drinking, littering, creating loud noises, having glass objects, water pistols and other toys, transporting large objects, tampering with equipment, throwing objects out of the window, putting arms or head out the window, making faces or other gestures to passersby or other drivers in traffic, or refusal to follow the directions of the bus driver.</p>		<p>L2:            1) Detention and parent contact            2) Two-week (2) bus suspension            3) Four-week (4) bus suspension            4) Remainder of year bus suspension</p>
<p><u>Cafeteria Violation:</u> Cafeteria rules must be followed because they ensure safety and protect rights of others.</p>	<p>No running, cutting in line, throwing food, or leaving trash/trays on the tables or floor.</p>		<p>L1:            1) Staff discipline/Community Service            2) Detention            3) ISS            4) OSS</p>
<p><u>Cars/Vehicles Improper Use:</u> Must be operated in a safe manner in compliance with school rules and state and local laws. Violators are subject to corrective action at school and penalty under law.</p>	<p>Reckless driving, speeding, driving or parking in an unauthorized area.</p>		<p>L3:            1) warning            2) Parking privileges revoked for 1 week.            3) Parking privileges revoked for 2 weeks.            4) Parking privileges will be reviewed by administration.</p>

<p><u>Cheating: Violation of Test Procedures or the Appearance of a Violation:</u> Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on any assignment to be graded as work of a single individual because students are responsible for their own learning.</p>	<p>Copying homework, allowing someone else to copy your homework, any talking to any student or to the teacher without the teacher's permission, talking or giving the appearance of talking during a test or quiz. All assignments must be the student's own work and not done by other students, friends, parents, brothers, sisters, or anyone else in the family.</p> <p>In the classroom, examples are looking at notes (the student's or anyone else's), writing notes on any body parts (such as your hand.) Student's eyes should be on his/her own paper. Testing atmosphere will be maintained throughout the entire testing period, as authorized by the teacher. Students may not talk when others are not finished.</p>	<p>Cooperative learning groups, open-book tests, team work.</p>	<p>L.:1  1) Teacher discipline, a zero will be given on the assignment.  2) Detention  3) ISS  4) OSS</p>
<p><u>Chronic Failure to be Prepared for Class:</u> Failure to have teacher required materials for class.</p>	<p>Materials to be included but not limited to: Books, paper, pencil, homework.</p>		<p>L.:1  1) Teacher discipline  2) Detention  3) ISS  4) OSS</p>
<p><u>Communication Devices (Wireless):</u> Students may possess wireless communication devices (cell phones, etc.) on school grounds provided that these devices are not visible and must be turned off prior to the start of the school day (8:05 AM). For safety reasons, students may utilize these devices after school office hours provided the use of the device does not distract from or disrupt activities. Violators are subject to corrective action.</p>	<p>For safety reasons, students may utilize these devices after school hours provided the use of the device does not distract from or disrupt activities.</p>		<p>L:1  1) Teacher discipline  2) Detention  3) ISS  4) OSS</p>

<p><u>Defiance:</u> The refusal to accept the authority or to carry out the directions, of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.</p>	<p>Refusing to do what the staff person asks you to do. Using profanity, threats, or other forms of verbal abuse towards a staff member. When staff gives student directions, the student is expected to comply.</p>		<p>L3:  1) ISS (1 Day)  2) ISS (3 Days)  3) OSS (5 Days)</p>
<p><u>Disrespect:</u> The refusal to accept the authority or to carry out the directions, of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperon, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.</p>	<p>Making faces, using sarcasm, interfering (butting in) when a teacher is disciplining or reprimanding another student, muttering under your breath, walking away when the teacher or staff person is talking to you, raising your voice when talking to teachers or staff persons, throwing down a book, arguing (asking why), refusing to do what the staff person asks you to do. When staff gives student directions, the student is expected to comply.</p>		<p>L2:  1) Detention  2) ISS  3) OSS (1 Days)  4) OSS (3 Days)</p>

<p><u>Discrimination:</u> All persons and groups within the school will be treated with dignity and respect because discrimination destroys the learning environment.</p> <p>Discrimination on the basis of age, gender, race, color, religion, national origin, disabilities, economic status, personal or physical characteristics, or other characteristics of individuals or groups will not be tolerated.</p> <p>Actions, gestures, statements (spoken or written), dress, or symbols which insult, offend, taunt, or demean others because of their individual or group differences will not be tolerated.</p>			<p>L3: ISS (3 Days) L4: OSS (3 Days)</p>
<p><u>Disruption:</u> Instructional time and/or any extra-curricular time will not be disrupted by students because disruptions interfere with the learning of others and destroy the continuity of the learning process. This includes classes where there is a substitute.</p>	<p>Blurting out in class without recognition, shouting across the classroom, making unnecessary noise (verbal, non-verbal), muttering under your breath, standing up and wandering around the classroom, students talking with one another without the teacher's permission, playing with toys, or writing notes without permission.</p>		<p>L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS</p>
<p><u>Dress Code:</u> All students will arrive at school acceptably groomed and attired because improper attire is unsafe and disruptive to the educational process. The following guidelines are to be followed:</p>	<ul style="list-style-type: none"> <li>• bathing, proper dental hygiene, use of deodorant, shampooing one's hair</li> <li>• shoes must be worn at all times</li> <li>• Hats, caps, bandannas or any other head apparel deemed inappropriate will not be allowed to be worn in the building. Students should place hats, caps, etc., in their lockers when arriving</li> </ul>		<p>L2: 1) Warning 2) Detention 3) ISS 4) OSS (1 Day)</p>

	<ul style="list-style-type: none"> <li>to school</li> <li>• any items of clothing adjudged by staff to be indecent or unclean will not be permitted</li> <li>• when outer wear reveals the absence of undergarments, the student will be sent home</li> <li>• clothing, buttons, or signs with suggestive, profane, or inappropriate words or pictures involving drugs, sex, alcohol, or the occult will not be permitted</li> <li>• the following items will not be permitted as school wear: bathing suits, undershirts worn alone, tank shirts, bare midriffs, halter tops, or "see-through" garments any other apparel deemed disruptive to the educational process will not be permitted because improper attire is disruptive to the educational process</li> <li>• jeans/pants worn low on the hip that reveal underwear will not be permitted</li> <li>• jeans/pants with revealing slits are not permitted</li> <li>• unclean clothes that show obvious stains, dirt, or odor are not permitted</li> <li>• marijuana leaves, Nazi signs, sexual symbols, controversial symbols, slogans and logos including gang identification symbols, i.e., KKK, beer and cigarette logos, or skulls and crossbones, etc., are not permitted</li> <li>• logos that refer to bands who use drug names, i.e., Rush, are not permitted</li> </ul>		
<p><u>Drugs and Other Substances:</u> The possession, use, distribution or attempted distribution of drugs, (illegal, prescription, and/or</p>	<p>Having any forbidden substances in your vehicle, locker, your pockets, your purse, your backpack, giving any medicine</p>	<p>Coming to the office to take prescription or over-the-counter medicines when you have brought a note from home</p>	<p>L4: Suspension, legal action</p>

<p>over-the-counter drugs), alcohol, inhalant intoxicants, or look-alikes (placebos) on school property, at school functions, or going to and from school is expressly forbidden because they are illegal and their use results in disruptive behavior which destroys the learning environment.</p>	<p>or pills to a friend, passing around any "look alike" substances, such as sugar cubes, "keeping" or holding a forbidden substance in your vehicle, locker, backpack, or pocket for a friend, "forgetting" you had any forbidden substance in your vehicle, pockets or personal belongings.</p>	<p>and given it to the secretary.</p>	
<p><u>Electronic Devices for Entertainment:</u> Electronic devices are not allowed to be played during school hours (between beginning of school and end of school) because they are distracting and interfere with the learning environment.</p>	<p>Walkman radios, radios, electronic games, tape decks, CD players, "boom boxes."</p>	<p>Permission of the principal/designee.</p>	<p>L2: 1) Confiscation, parent conference and detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><u>Fighting/Physical Abuse:</u> Physical and/or verbal abuse including fighting is not allowed because it causes an unsafe and disruptive learning environment.</p>	<p>No horseplay, i.e., name calling, pushing, tripping, running, bumping, holding onto, slamming lockers, picking, throwing, hitting, kicking, pulling hair, biting, shoving, punching, intimidating, threatening to beat up somebody, or ganging up.</p>		<p>L4: OSS</p>
<p><u>Fire Regulation Violation:</u> Report of false emergencies or tampering with emergency equipment is forbidden because it violates the law and endangers the safety of others.</p>	<p>Pulling fire alarm, false telephone calls, calls to 911, tampering with or activating fire extinguisher.</p>		<p>L4: Suspension, payment of legal fees and legal action.</p>



<p><u>Food or Drink in Halls, Consumption of:</u> Creates extra work for staff and can cause accidents.</p>	<p>The cafeteria is the only place that food and drink can be consumed. Food/drink in the classroom will only be permitted if it relates to the curriculum.</p>		<p>L1: 1) Staff discipline 2) Detention 3) ISS 4) OSS</p>
<p><u>Forgery:</u> Forgery is not allowed because it destroys the orderly operation of the school and communication with the home.</p>	<p>Falsely and fraudulently making or altering a document. Signing parent's name to any document or signing any name to a document that is not your name.</p>		<p>L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)</p>
<p><u>Gambling:</u> Gambling is forbidden because it is illegal and it disrupts the learning environment.</p>	<p>Monetary betting: pitching pennies, bets for money, playing cards, or rolling of dice for the purpose of winning money.</p>		<p>L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)</p>
<p><u>Group/Mob Action:</u> Any student who participates in a group/mob action which results in disruption or disturbance at school or school related activity.</p>	<p>Any two or more students with the intent of doing harm to persons, property, or the school environment may be considered a group or mob.</p>		<p>L4: Suspension, legal action</p>
<p><u>Harassment:</u> Words, gestures, or physical contact which offend, intimidate, threaten, abuse, persecute or demeans anyone are not allowed because they fail to show respect for others and destroy the learning environment. Harassment of students or staff for any reason is prohibited.</p>	<p>Spreading rumors, defaming another person's reputation, bullying, name calling, teasing, hitting, pushing, or spitting.</p>		<p>L3: Suspension</p>

<p><u>Indecent Exposure:</u> Intentional exposure of part of one's body in a place where such exposure is likely to be an offense against the generally accepted standards of decency in school.</p>			<p>L4: Suspension, legal action</p>
<p><u>Indecent Material:</u> Materials that are vulgar, obscene, profane, or offensive are not allowed because they show a lack of respect for others and distract from the educational process.</p>	<p>Possessing or distributing to others 'posters, pictures, written/printed materials, audio tapes, video tapes, trading cards, and computer-based materials which are vulgar, or obscene. Writing notes or stories in class, cafeteria, or elsewhere on school grounds which are vulgar, obscene, profane, or offensive; passing such notes to other students.</p>		<p>L3: ISS L4: Confiscation, suspension</p>
<p><u>Lying:</u> Any verbal or written statement of any untruth and/or the misrepresentation of person, official record, or other document are not allowed because it destroys a safe and orderly learning environment.</p>	<p>Having a friend who poses as your parent or guardian to call the school for an early dismissal or to excuse your absences; telling the bus driver or your teacher you had permission to stay after when in fact you did not; withholding information; giving a teacher or a substitute the wrong name or wrong phone number.</p>		<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>

<p><u>Misuse of Technology:</u> Computers, computer networks, and other electronic technology shall only be used for valid educational purposes and only with the approval of a school staff member.</p>	<ul style="list-style-type: none"> <li>• Violating the privacy rights of others.</li> <li>• Using, producing, distributing, or receiving profanity, obscenity, or material which offends, threatens, or degrades others</li> <li>• Copying commercial software in violation of copyright law.</li> <li>• Using technology for financial gain or commercial or illegal activity.</li> <li>• Using technology for product advertisement or political endorsement.</li> <li>• Forwarding personal communications without the author's prior consent.</li> <li>• Using technology in violation of other Rules and Regulations of the Code of Behavior.</li> </ul>		<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><u>Obscenity/Profanity:</u> The use of vulgar or indecent language or gesture, including actions or displays of an obscene nature is prohibited because it is offensive, illegal, shows a lack of respect for others and disrupts the learning environment.</p>	<p>Cursing, profanity, obscene gestures.</p>		<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><u>Out-of-Bounds:</u> Not being where you are supposed to be without a pass.</p>	<p>Being in the hallways, bathroom, cafeteria, or in an unauthorized area.</p>		<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><u>Parking Violations:</u> Student parking is a privilege. Students are required to display their permit. Students must park in the student designated areas.</p>			<p>L1-4: 1) Warning 2) ISS (1 Day) 3) Vehicle towed at owner's expense.</p>

<p><u>Physical Assault or Threat on a Staff Member:</u> The threat of or use of force upon a staff member is expressly forbidden.</p>			L4: Suspension, legal action
<p><u>Physical Assault or Threat on Another Student:</u> The threat for use of force upon another student is expressly forbidden.</p>			L4: Suspension, legal action
<p><u>Plagiarism (Academic Dishonesty):</u> Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received.</p>	<p>Copying material from books, CD ROMs, computer programs, cassette tapes, or video tapes. All sources should be cited properly. Any time more than seven consecutive words are copied, they must be in quotation marks. (This is standard practice in the literary world.)</p>		<p>L3:  1) Zero will be given on Assignment  ISS (1 Day)  2) OSS (3 Days)  3) OSS (5 Days)</p>
<p><u>Possession of Glass/Breakable Containers:</u> Students shall not have glass bottles or other such breakable containers on school property or at school- related activities.</p>			<p>L2:  1) Detention  2) ISS  3) OSS (1 Day)  4) OSS (3 Days)</p>
<p><u>Public Display of Affection:</u> Public display of affection is not permitted because it distracts from the educational process and shows a lack of respect. It can also be considered a form of sexual harassment.</p>	<p>Kissing, wrapping arms around one another, trapping someone against a locker, inappropriate touching, grabbing, or hugging.</p>		<p>L1:  1) Teacher discipline  2) Detention  3) ISS  4) OSS</p>

<p><u>Sexual Misconduct:</u> Unwelcome acts of a sexual nature committed by a student against another student without consent including, sexual advances, requests for sexual favors and/ or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.</p>	<p>Student sexual misconduct may include, but not limited to: unwelcome touching victim or when victim is forced to touch another person's body, coerced sexual intercourse, unwelcome sexual propositions, invitations, or other pressure for sex; implied or over threats of a sexual nature; making gestures of a sexual nature; unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general.</p>		<p>L.: Suspension, legal action</p>
<p><u>Skipping Class/School (Truancy):</u> Skipping classes'/school (without proper authorization) is not allowed because it is a student's responsibility to attend school; students cannot learn if they are not in class.</p>	<p>Not attending class, unnecessarily missing class, or going to the bathroom and staying there without permission.</p> <p>Missing school for reasons not considered excused absences.</p>		<p>L.:2 1) ISS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)</p>
<p><u>Standing By as others Violate Rules:</u> In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the Code of Behavior to teachers, administrators, or other appropriate staff member.</p>	<p>Watching or encouraging others who are breaking school rules.</p>		<p>L.:2 1) Detention 2) ISS 3) OSS</p>
<p><u>Tardies:</u> Students will be on time to class and to school because tardies disrupt class instruction and are disrespectful to other students and the teacher.</p>	<p>Be in the room and prepared for class when the tardy bell sounds.</p>		<p>L1: 1) Teacher discipline 2) Detention 3) ISS/SSS 4) OSS <i>Each student's tardy record accumulates over the nine-week grading period and begins anew each nine-weeks.</i></p>

<p><u>Theft - Minor:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.</p>	<p>Thefts valued at \$50.00 or under.</p>		<p>L.: 2 1) Detention/ Restitution 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><u>Theft:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.</p>	<p>Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it in to the office. Thefts valued over \$50.00.</p>		<p>L.:4 Restitution, Suspension, legal action</p>
<p><u>Tobacco Violation:</u> Possession and use of tobacco or tobacco products, matches, or lighters is forbidden, school buses, and school property are smoke/tobacco-free and tobacco products, matches, and lighters endanger the safety and health of others.</p>	<p>Possession and/or use of cigarettes, snuff, cigars, pipes, dip, or chewing tobacco to include lockers, personal belongings, and cars parked on school property at any time during school or any school activity.</p>		<p>L.:3 1) Referral to Focus on Tobacco Program and attendance to the next available class and ISS (1 Day); 2) OSS (5 Days) 3) Refer to Accumulated offenses</p>
<p><u>Trespassing Violation:</u> Trespassing (unauthorized visiting at other schools) is forbidden because it is illegal and disrupts the safety and orderliness of the learning environment. A student may be forbidden to trespass on his/her own school property or any other Red Oak school property. Access and use of school property should be by authorization only.</p>	<p>Going to a friend's school without permission during the school day when you have a holiday or early dismissal because of exams or weather. Coming on to school grounds for any reason without permission when you have been suspended.</p>	<p>Visiting other school when they are open to the public, such as for plays, concerts, or athletics. Visiting other schools during the school day when you are part of a school-sponsored group or activity, or when you and your parents have legitimate business to conduct in their guidance or main office.</p>	<p>L4: Suspension</p>

<p><u>Unauthorized Sales:</u> Unauthorized sales are prohibited because they create disruptions.</p>	<p>Selling candy, gum, drinks, trading cards, tapes, toys, or any other items not approved by the school.</p>	<p>Selling items for an authorized school fund raiser during designated times.</p>	<p>L1: 1) Teacher discipline 2) Detention 3) SSS 4) OSS</p>
<p><u>Unsafe Behavior:</u> Unsafe behavior is not allowed because it endangers the safety of others and of the learning environment.</p>	<p>Running in the hall, spitting, pushing, shoving, throwing snowballs, books, or other objects, running alongside the buses, tripping others, skateboarding, bringing skateboards to school, or horseplay of any kind.</p>		<p>L1: 1) Staff discipline 2) Detention 3) SSS 4) OSS</p>
<p><u>Unsportsmanlike or Inappropriate Behavior at a ROHS or School-sponsored Activity:</u> Students are expected to comply with the rules established by their schools and with the rules of the sports, clubs, and activities in which they participate.</p>	<p>Refer to Activities guide for Students and Parents</p>		<p>L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)</p>
<p><u>Vandalism - Minor:</u> Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.</p>	<p>Damage of \$50.00 dollars or less.</p>		<p>L3: 1) ISS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)</p>
<p><u>Vandalism:</u> Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.</p>	<p>Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books. Damage over \$50.00.</p>		<p>L4: Restitution, legal action, suspension</p>

<p><u>Verbal Assault on a Staff Member:</u> The use of obscene or profane language, harassment, or threats on a staff member.</p>			L4: Suspension
<p><u>Verbal Assault on Another Student:</u> The use of obscene or profane language, harassment, or threats on a student.</p>			L4: Suspension
<p><u>Weapon, Failure to Report:</u> It shall be the responsibility of the student to notify a teacher or an administrator IMMEDIATELY, if they have reason to believe that there is a weapon in school, on school grounds, on a school bus, at the bus stop, or at any school related activity. Disciplinary action, up to and including expulsion, may be taken against any student who knows of a weapon and fails to report it.</p>			L4: Suspension, legal action
<p><u>Weapon Violation:</u> Weapons are forbidden on school property and at school-sponsored functions at home and away because they prevent a safe, non-violent, orderly school environment.</p>	<p>Any type of operable or inoperable weapon, such as firearms, BB guns. Pellet guns, knives, switchblades, razor blades, mace, tear gas, pepper spray, and other chemical agents, bullets, fireworks, and other explosives. Includes toy guns, toy knives, and other weapons or facsimiles. Also includes objects which may commonly be used in the school such as scissors, pencils, pens, craft knives, compasses, rulers, Exacto knives, bats, etc. Whether designed as a weapon or not, an object may be considered as a weapon if it is used as a weapon or perceived as a weapon.</p>		L4: Suspension, legal action



**d. In-School Suspension Program**  
 Student Intervention and Behavior

Goal: To create an educational environment where students are held accountable for their actions, learn the skills and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom.

Components

- 1) Academics – Students will complete academic assignments while assigned to ISS to ensure continued Academic progress.
- 2) Service Learning – Students will participate as resources are available in their school community. Parents must give their consent before their child participates.
- 3) Reconnection – Students will have an opportunity to reconcile with the adult and/or student with whom they had conflict. This can be facilitated through written communication and/or a mediation session.

In-School Suspension is used to create an educational environment, where students are held accountable for their actions. In ISS, the In-School Coordinator can teach the student the skills and attitudes necessary to prevent misbehavior and act appropriately when they return to the regular classroom. The Principal/Assistant Principal decides to refer the student to ISS, where the student will complete the In-School Suspension referral form. The parent should also be notified when a student has been referred to the In-School Suspension Room. Upon entry, the ISS Coordinator will review the referral, interview the students, explain the rules, procedures, and ask the student to complete the Personal Information Form. The ISS Room can provide consultation through the school counselor, which enables the student to identify the underlying problem and eventually correct or improve the misbehavior. The ISS Room also provides remedial instruction, transition from regular classroom setting to the Isolation process which has been given to the student. Student support will involve group interaction with the ISS Coordinator. At a Designated time of each day, the ISS Coordinator will teach the class conflict Resolution, anger management, improving teacher/peer relationships, goal setting etc.

During ISS	Required	Students Counseled On	Students Counseled On	Students Counseled On
	Students work on classroom assignments, Iowa Assessment, and ACT preparation.	Bullying	Harassment	Organizational Skills
		Better Attendance	Improving Grades	Social Skills

## e. Search & Seizure

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there is reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order. A student's personal effects (i.e. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, regulations, or the law affecting school order.

Reasonable suspicion may be based upon factors such as:

1. Eyewitness observations by employees;
2. Information received from reliable sources;
3. Suspicious behavior by the student;
4. A student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope will include consideration of factors such as:

1. The age of the student;
2. The sex of the student;
3. The nature of the infraction;
4. The emergency requiring the search without delay.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat down search or a search of a student's garments (such as jacket, socks, pockets, etc.) is conducted, it will generally be conducted in private by a school official of the same sex as the student with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search of the student's body is permissible in emergency situations when the health and safety of students, employees, or visitor are threatened. Such a search may only be conducted in private by a school official of the same sex as the student with an adult of the same sex present, unless the health or safety of the students will be endangered by the delay caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

School authorities may seize any illegal, unauthorized or contraband items discovered in a search. Such items include, but are not limited to, illegal drugs, alcoholic beverages, tobacco, weapons, stolen property, etc. Such items are not to be possessed by a student while they are on school district property or property within the jurisdiction of the school district, while on school owned or operated school or chartered buses, while attending or

engaged in school activities, and while away from school grounds if possession of same would directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including possible suspension or expulsion and may be reported to local law enforcement. The Board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on school district property.

Student Lockers , Desks, etc Student lockers, desks or other spaces issued or assigned to a student for storage of items are the property of the school district and students have no legitimate expectation of privacy in such spaces. The district may conduct random, unannounced periodic inspections of such lockers, desks and spaces. Such inspections will either occur in the presence of the students whose lockers are being inspected or in the presence of at least one other person.

School officials may also arrange for the use of drug sniffing animals in conducting inspections or searches. It is possible that law enforcement may also conduct such inspections or searches. Drug sniffing animals shall not be used by school officials to search a student's body.

The contents of a student's locker, desk or other space may be searched when a school official has reasonable suspicion that the contents contain illegal or contraband items, evidence of a violation of law or school policy or rule: If a student is not present when the student's personal effects are searched, the student will be notified prior to or as reasonably practicable after a search.

**f. Due Process**

Before a student is subject to disciplinary action under the Code of Student Behavior, the following minimum steps of due process must be offered to that student.

- A. The student must have been informed of the conduct that is expected or prohibited.
- B. Prior to disciplinary action a hearing will be held with the student at which time notice is given as to what he or she is accused of doing..
- C. An opportunity should be given during the hearing for the student to present his or her side of the story.
- D. The administrator must make the decision relating to disciplinary action based upon the incidents have been appraised from the knowledge gained.

**g. Good Conduct Rule**

**The participation in extracurricular activities can have a very positive effect in the development of adulthood and citizenship. It is the belief of Red Oak High School that participation in school activities is a privilege. Students who represent the school in activities are expected to serve as good role models to other students and to the members of the community. Thus, students who represent Red Oak High School in extracurricular activities should display high character and should conduct themselves as good citizens both in and out of school at all times while serving as ambassadors of the school district throughout the calendar year.**

**Students (9-12) who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate.**

**Any student who, after a hearing conducted by the building administrator, at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described in this rule. It will be the responsibility of the principal or his/her designee to keep records of violations of the Good Conduct Rule.**

**The following activities are covered by the Good Conduct Rule: athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, FCCLA, NHS, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming Court, Prom Royalty), class officer or representative, cheerleading, or any other activity where the student represents the school outside the classroom.**

### **Good Conduct Rule**

***A student participating in athletics, extracurricular or co-curricular activities shall not engage in the following conduct, in school or out of school, at any time during the calendar year.***

- ***Possession, use, or purchase of tobacco products, regardless of the student's age.***
- ***Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" as defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband (e.g., alcohol or other drugs).***
- ***Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors. Students confronted with this situation have two choices:***
  1. ***Leave immediately (an intention to leave is not acceptable).***
  2. ***Stay and assume the consequences listed in the penalty chart on pg 49.***
- ***Possession, use or purchase of illegal drugs, drug paraphernalia, look-alike drugs or under the influence of illegal drugs.***
- ***Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses such as traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);***
- ***Exceedingly inappropriate or offensive conduct such as assault, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. NOTE: This could include group conduct!***
- ***Students who receive an out-of-school suspension are prohibited from attending all extracurricular and co-curricular practices, rehearsals or contests during the suspension.***

**Source of Information: *In order to verify any of the above, these actions must be observed by a school employee, a school board member, or member of law***

**enforcement and reported to school administration. We will not accept anonymous reports.**

**Penalties**

**Violations of the Good Conduct Rule will be cumulative with in the student’s high school career.**

*First Offense: 33% loss of eligibility*

*Second Offense: 66% loss of eligibility*

- **Seek an evaluation and, if recommended, treatment from a recognized substance abuse or counseling facility at the student’s or student’s parent/guardian’s expense. The student must agree to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care (and)**
- **Satisfactory completion of 15 hours of school service within 30 calendar days, and a mutually agreed upon “service contract” will be signed by the student and administrator.**

*Third Offense: 12 month loss of eligibility*

*Fourth Offense: Eligibility terminated*

**A student that attends a function or party and does not consume alcohol or other drugs, but knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and fail to leave.**

*15% loss of eligibility*

*See Penalty Chart*

**Penalty Chart date/games column subject to change without notice.**

	Date/Game	Attendance	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	
Football	9	1	3	6	12 months	12 months	
Volleyball	14	2	5	9	12 months		
Cross Cntry	10	2	3	7	12 months		
Basketball	21	3	7	14	12 months		
Wrestling	14	2	5	9	12 months		
Bowling	12	2	4	8	12 months		
Track	12	2	4	8	12 months		
Golf	12	2	4	8	12 months		
Tennis	12	2	4	8	12 months		
Softball	TBA	TBA	TBA	TBA	12 months		
Baseball	TBA	TBA	TBA	TBA	12 months		
Cheerleading	Same as		sport		season		
Acad Comp		1	2	4	12 months		

Band	TBA	TBA	TBA	TBA	12 months
Class Officer		27 days*	60 days*	119 days*	12 months
Clubs/Organ.		1	2	4	12 months
Debate		1	1	2	12 months
Drama		1	1	2	12 months
Drill/Flag	TBA	TBA	TBA	TBA	12 months
NHS	Subject to	NHS		Bylaws	
Royalty		2 months	3 months	8 months	12 months
Speech		1	2	4	12 months
Student Co.		27 days*	60 days*	119 days*	12 months
Vocal Music	TBA	TBA	TBA	TBA	12 months

\*school days

**Self-reporting: A student may have the penalty reduced by 1 competition/performance for self-reporting a Good Conduct Rule violation. Definition of self-reporting: Self-reporting must be accurate information and initiated by the student that they have violated the Good Conduct Rule without being cited by law enforcement. Self-reporting is available only once and only with a first violation.**

**A student's ineligibility will be imposed at the highest level of competition (i.e. varsity, junior varsity, freshmen).**

A student's ineligibility will be imposed at all levels of participation. Should the student participate in more than 1 level (Varsity, JV, Freshmen) on the same date, they will be ineligible for all levels. This would serve as one day of ineligibility.

**The period of ineligibility is imposed immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity. If a student is not engaged, or if ineligibility is not completed during the current activity, the period of ineligibility will be carried over to the next activity or contest.**

**If the period of times between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.**

**A season or performances are based on the maximum playing dates or games whichever applies, allowed by state regulations or actually scheduled. Multiple contests/performances on any one date (i.e. wrestling double duals, baseball doubleheaders, etc.) constitute a single contest/performance for the purpose of this rule.**

**An ineligible student shall attend all practices or rehearsals but may not "suit up" for contests nor perform/participate. This does not apply to out-of-school suspension students.**

**Students must complete each season, extra-curricular or co-curricular activity in good standing, or the period of ineligibility will be extended to the next season of participation. If the student is not currently engaged in an activity, the ineligibility will be served in his/her next season of participation (subject to the 12-month limitation).**

**If a student violates the Good Conduct Rule while already ineligible, the first ineligibility must be served before the next (second/third) penalty is imposed.**

### **Transfer Student**

**If a student transfers to Red Oak High School from another school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct of violation in the previous district.**

### **Notice of Violation to Student and Parent**

**The high school principal or his/her designee, upon making a determination that a student has violated the Good Conduct Rule, shall promptly mail or deliver to the student's parent's or guardian a written "Notice of Violation of Good Conduct Rule" containing the following information.**

- **The student's name and the names and address of the student's parents or guardians.**
- **A statement describing the time, place, and circumstances of the Good Conduct Rule violation.**
- **A statement describing the penalty imposed.**

### **School Consequences**

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, or the violation has a direct and immediate negative impact on the efficient operation of the school, there will be no academic consequences (e.g., detention, suspension, expulsion, from school, or grade reduction/withholding) for the violation.

### **Appeals**

**Any student who is found by the administration to have violated the Good Conduct Rule has the right to ask for an appeal in writing to the superintendent within 3 school days of being informed of the penalty for the violation. *If an appeal is made, the suspension shall remain in effect pending the outcome of the appeal process.* If the student, and/or parent/guardian, wants to appeal the decision of the superintendent, they may seek further review by the school board by filing a written appeal with the board secretary within 3 school days following the decision rendered by the superintendent. The review by the board will be conducted at the next regular or special board meeting. The review will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Good Conduct Rule, Student Handbook or Board Policy. If the school board determines that any**

**of the above grounds for review occurred, and the penalty is eliminated, the student shall be eligible immediately and shall have any record of a violation deleted from the student's record.**

**h. Student Assistance Team**

The assistance program has been developed to help students deal with problems and other difficulties that interfere with the students' ability to be successful at school. This team of volunteers is merely advisory. This program is confidential and no records of involvement are kept in a personal file.

**i. Reasonable Suspicion at Activities**

The Board prohibits the use of alcohol and drugs by students attending school-sponsored activities or activities held on any school premises. The following guidelines will apply to all school-sponsored activities or activities held on any school premises:

- In order to determine whether or not reasonable suspicion exists, appropriate school personnel, designated as "school function safety employees", will be trained in the identification of individuals who may be under the influence of alcohol or drugs.
- If reasonable suspicion of alcohol use exists, a breathalyzer test may be given to the student by a school function safety employee. If the test is positive for alcohol, law enforcement will be called to handle the situation. School disciplinary measures also will be in effect.
- If reasonable suspicion of drug use exists, parents will be contacted and given the option of taking the student for a drug test at the hospital at district expense. If the student tests positive, school disciplinary measures will be in effect. If the test option is refused, school disciplinary measures still may be in effect.



## **Student and Parent/Guardian Signature Page**

**Please return to the school as proof of the following:**

- 1) We understand that we can access this year's student handbook electronically on the school district website. This website is located at [www.redoakschooldistrict.com](http://www.redoakschooldistrict.com).**
- 2) We understand that all students should comply with the rules found within the handbook.**
- 3) We understand that the district administration has the right to modify these rules throughout the school year for reasonable cause.**
- 4) We understand that sometimes there are situations that don't fit into the organization of the handbook, but that the district administration has to then make decisions based on their best judgment.**
- 5) Finally, by signing this, we are saying that it is in our family's best interest to review these rules together.**

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**Parent/Guardian**

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**Student**

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**Date**