



OGDEN COMMUNITY SCHOOL DISTRICT
OGDEN ELEMENTARY SCHOOL

Student - Parent Handbook
2023-2024

313 W. Sycamore St.
P.O Box 250
Ogden, Iowa 50212

<http://www.ogdenschools.org>

Principal	275-2795
Superintendent	275-2894
Bus Barn	275-2058
Attendance	329-6680

MISSION STATEMENT

Engage, Educate, and Empower

VISION STATEMENT

Ogden Community School District will inspire the next generation of innovative thinkers to persevere and succeed in meeting tomorrow's opportunities.

Elementary School Policies

This handbook has been developed for Ogden Elementary students and their parents/guardians. Every effort has been made to summarize school policies and regulations to provide a basic understanding of the district's expectations for students attending school. Students will be held accountable for knowing the handbook's content. More detailed regulations can be found in the School Board Policies located on the district's website at ogdenschools.org. The policies are subject to change, due to the continuous review and revision. The Ogden School Board approves the elementary handbook annually.

The Ogden Early Childhood Program includes four-year old Preschool and Early Childhood Special Education (ECSE) students. This program has its own separate handbook.

Purpose

Your public school was established by and operates under the laws of the State of Iowa to provide you with an education. The public elects a Board of Education to direct the schools and the administrators to manage the operations. All children must attend school until the age of 16. Any student who turns 16 after September 15 of any school year is to remain in school for the entire year. Any student not complying with these state standards will be in violation of the Iowa Code and the school will be obligated to submit the student's name to the county attorney. Students must understand they have certain rights while they attend school and should remember that with these rights come many responsibilities. They must also understand that the school board, administrators, and teachers have the right to make sure the atmosphere in their school is the most positive for learning. Disruptions must be kept to a minimum, and all people should treat each other with respect. Being a democratically oriented institution, the school must allow for proposed changes and expression of dissent. The following guidelines have been established. Should you have a personal grievance, first communicate with the source if it is another person. If the problem cannot be solved, contact your teacher, principal, superintendent, and Board of Education in that order. Only after you feel you were not given satisfactory consideration should you appeal to a higher level.

As a parent of a student who attends a public school district receiving Title I funds, you have the right to inquire and receive information about the qualifications of your child's teacher. If your child is taught by a non-highly qualified teacher for a period of four or more consecutive weeks, you will be notified.

NOTICE OF NONDISCRIMINATION

The Ogden Community School District offers career and technical programs in the following areas of study: Manufacturing; Business; Agriculture; Hospitality, Tourism & Management

It is the policy of the Ogden Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Maury Ruble, Ogden High School, 732 W. Division St., Ogden, IA 50212, 515-275-4034, maury.ruble@ogden.k12.ia.us.

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Academic

Extended Learning Program (ELP)

The Extended Learning Program is available for those students who qualify under the identification guidelines as directed in the ELP policy manual. Parents interested in ELP services for their child may contact the ELP teacher. Additional information and guidance about the ELP program can be found on the schools website at ogdenschools.org

Family Night (Board Policy 508.2)

Open activities represent a very important part of a student's education experience. Wednesday night of every week during the school year has been set aside as Family Night.

Health Education (Board Policy 603.5)

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

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent/designee. The superintendent will have the final authority to determine an alternate activity or study.

Homework

Homework, extra class activities or assignments beyond the regular classroom instruction program are a part of the education program. Homework will be an extension and/or enrichment of the classroom instruction.

Homework is an opportunity for students to practice skills, to share/discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activity, or to make up incomplete assignments.

School Library (Board Policy 605.5)

Each classroom is scheduled to go to the library weekly. Library books are checked out for a one-week. Students are not charged fines for overdue books, however lost and/or damaged books will incur fees determined by the value of book replacement. Students will not be allowed to check out additional books if they have overdue books.

Instructional Materials

Textbooks and library books are furnished by the school system. Fines are charged for lost or damaged books. The amount of the fine is dependent upon the condition of the book and/or the degree of the damage. All fines and lost book payments are due the last day of school. Students will not be allowed to check out books until all payments are made. This will carry into the following school year.

Physical Education (Board Policy 603.6)

Physical Education classes are a part of the elementary curriculum; therefore, all students will be required to participate in this class. If an excessive amount of excused absences are received, the principal may request a note from the family physician. Additional information can be found in board policy 603.6.

In order to ensure maximum benefit, safety and enjoyment, each student in grades kindergarten through fifth are required to have tennis shoes for physical education activities. Tennis shoes may be changed at school.

Student Field Trips and Excursions (Board Policy 606.5)

Field trips are an important part of our curriculum and an extension of our school's learning environment. These opportunities contribute to the achievement of education goals of the school district. Parents will be notified in advance of all field trips. The school district will provide transportation for field trips and excursions. All students need to have an updated transportation form each year prior to field trips. Students are expected to represent Ogden Community School District in a positive manner and follow both school and transportation safety guidelines.

Student Promotion-Retention-Acceleration (Board Policy 505.2)

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident that a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level.

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level.

Testing Program

The Iowa Statewide Assessment Of Student Progress (ISASP) will be given to third, fourth, and fifth grade students at Ogden Elementary. Results of this test will be sent home. CogAt tests will be administered to third grade students. Kindergarten through fifth grade will be given the FAST (Formative Assessment System for Teachers) assessment in the fall, winter, and spring.

Attendance

Absences and Attendance (Board Policy 501.9)

Regular attendance at school is very important. Please help your child develop a commitment for school attendance and for getting to school on time. If your child will be absent, please leave a voice message at (515) 329-6680 or call the school office at (515) 275-2795 between 7:30 a.m. and 8:15 a.m. If the school is not notified, the school will attempt to make contact with you as to the whereabouts of your child. If there has been no communication, the school will document the absence as unexcused. It is highly encouraged that students are at school every day unless he/she is sick or has a family crisis.

Early Dismissal from School

Students must have a note if they are to go somewhere other than their usual destination. Students will be sent to their predetermined destination if the school does not have notice of where they are to go. Dental and medical appointments should be kept at a minimum, but will be approved absences. The student should be responsible for remembering the time he/she is to leave the school. The parent will sign out with the school secretary before the student leaves the building.

Early Dismissals/Professional Development

Ogden School will be dismissing students at 2:10 p.m. every Wednesday for professional development. If school is delayed on Wednesdays for any reason, including inclement weather, students will not be dismissed early that day.

Student Absences-Excused (Board Policy 501.9)

Attendance is the number one major factor in determining student success. Excused absences include but are not limited to illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities. However, the student will be required to make up for missed work. The building principal will make the final decision if an absence is excused or unexcused.

Tardy

Students are considered late if they are not in the classroom by 8:05 a.m. Except in extenuating circumstances, students arriving before 8:30 a.m. will be considered tardy. Students arriving after 8:30 a.m. will be considered absent.

Truancy-Unexcused Absences (Board Policy 501.10)

Iowa law delegates the principal of a school as the truancy officer for the state. It is therefore the responsibility of the principal to monitor student absences and encourage consistent school attendance. The state requires an average attendance rate of 95% or higher. This is our expectation for each student enrolled at Ogden Elementary School.

All absences will count towards Days of Truancy unless accompanied by a doctor's note, school nurse, or approved by the principal.

Excused absences, such as with a doctor's note or bereavement days, are excluded from the days that count towards truancy. Please bring in notes if your student has an appointment of any kind. Final

determination of excused days is up to school administration. The school nurse can verify your child's illness if your child reports to school and is unable to visit the doctor to obtain a medical note.

The school attempts to notify parents via letter of the missed days at or around 7 and 10 absences. When Days of Truancy reaches 15 days or more, we may notify the County Attorney's Office. The school reserves the right to suspend the absentee policy on a case-by-case basis.

Cafeteria

School Nutrition Program (Board Policy 710.1 and 710.4)

The school district will operate a school nutrition program in each attendance center. The school nutrition program will include meals through participation in the National School Lunch Program. Students may bring their lunches from home and purchase milk and other incidental items.

All students will use their student barcode to purchase a meal and/or milk from the cafeteria. The barcode is scanned into the computer after the meal has been taken and the appropriate amount is deducted from the lunch account. The cashier verifies the name of the student, prior to the amount being deducted.

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges. Parents or guardians will be notified via Infinite Campus weekly of a low account balance. Negative balances of more than \$25, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection.

Parents are encouraged to view their child's lunch balance and detailed transactions through Infinite Campus, our student management system. Parents may make payments using our on-line payment system through the Infinite Campus Parent Portal on the school website: www.ogdenschools.org. Payments can also be made in person.

Free and Reduced Lunches (Board Policies 710.2 and 503.3)

It is the responsibility of the Director of Food Service if a student qualifies for free or reduced cost school food services. By qualifying, students enrolled and attending school in the school district who are unable to afford the cost or a portion of the cost of the school breakfast or lunch, will be provided the school food program services at no cost or at a reduced cost. Students, whom the principal believes are improperly nourished, will not be denied the school food program services simply because the paperwork has not been completed.

All fees and charges for meals and ala carte items purchased shall be the responsibility of each student's parent(s)/guardian(s). Free/Reduced applications are available throughout the year on the District website, each attendance center and the administration building. Applications must be completed each year. Any charges incurred until a new application is approved, are the responsibility of the parent(s)/guardian(s) and must be paid. Students that qualify for free/reduced meals will be charged

and deemed responsible for any extra purchases made. This includes, but is not limited to, single cartons of milk purchased with a meal brought from home.

School Food Program

The daily menu (which is subject to change daily) should be reviewed before coming to the school so students will know if they would like to eat the school lunch or bring their own lunch. Teachers will review the menu for students who are eating school lunch to help students decide on their choices for that day. Families may access the monthly menus online on the school's website. The items will be selected from the following groups: meat, vegetable, fruit, milk and bread. According to the state, bread includes cake and/or cookies.

Communication

Change of Address

It is important that you inform the school of any changes in your telephone number, address, or the person who is to be notified in case of an emergency. Please notify the school in advance of a planned move from the Ogden Community School District.

Contacting a Student by School Phone

If parents or other persons have reason to contact a student while he/she is in school, they must do so by first contacting the office. The message will be given to the student at the earliest opportunity. Arrangements should be discussed with the student the night before or in the morning. We understand that there are emergencies and change of plans may occur periodically. Please call the school office to relay any changes necessary.

Contacting a Teacher

To contact your student's teacher, please email and/or call the elementary office. An email or voicemail will be responded to within 24 hours. If you wish to speak with a teacher, please call the school before 7:55 a.m. or after 3:10 p.m.

Infinite Campus

Infinite Campus is our primary school information system. Parents are encouraged to become familiar with the Infinite Campus program. Checking lunch account balances, paying school fees, checking student attendance records, and checking a child's grades are a few of the most used applications of Infinite Campus by parents. We encourage parents/guardians to regularly check for updates and building communication through the parent portal/messenger notifications.

Telephone Calls/Cell Phones

Permission must be obtained from the teacher and/or the office staff for a student to use the telephone. Children may use the office phone for any necessary calls.

Cell phones, digital watches, electronic games, I-pods or other electronic communication devices must be turned off at school and kept in the student's book bag or with the child's homeroom teacher. Families who send a cell phone or other communication device with their child(ren) will need to notify the

classroom teacher or main office if their child(ren) has this in their possession. The school is not responsible for lost, stolen, or broken electronic devices.

Discipline

Standards for Student Behavior & Conduct (Board Policy 502.4 and 503.1)

This policy is designed to support the standard of respectful and responsible student conduct. The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. With regard to these expectations, students are required to be respectful and responsible while at school, or while engaged in school functions away from school.

The school recognizes the value of immediate and positive response to disrespectful, inappropriate, and irresponsible conduct. Response is designed to emphasize an awareness of the student's action(s) and the impact that their conduct has with regard to others, school, and society. If misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Parent(s) or Guardian(s) will be notified of a student's inappropriate conduct. The classroom teacher or the building principal will handle communication of the behavior and consequences.

Student Appearance (Board Policy 502.1)

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Students who wear a hat or other head covering to school should remove them when entering the building unless special circumstances exist.

Student Expectations

The staff at Ogden Elementary have a school-wide Positive Behavior Interventions and Supports (PBIS) system. At the beginning of the school year students will receive a list of school wide and classroom expectations from the classroom teachers. Included in these expectations will include appropriate behavior in the hallway, playground, lunchroom, and restrooms. Classroom expectations may vary, depending on the instructor and the classroom situation. These expectations will be reviewed

throughout the year as needed and may require parental support. We have the belief that when students do the right thing, they should be recognized and receive positive feedback.

Procedures

Animals in the Classroom (Board Policy 606.3)

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

Bringing Money to School

It is the policy of the school to discourage children from bringing money to school except for authorized or school sponsored activities such as PTO, lunch money, book rental, etc. In all cases where money is sent to the school, it should be enclosed in an envelope with the following information given: child's name and address, grade, date, teacher's name, amount of money enclosed, purpose for which the money is being sent.

Lost and Found

To minimize the number of lost items, please label all personal belongings. Lost and found articles are placed on a table in the main hallway. We encourage students to check for lost items on a regular basis. Items that are not claimed will be donated to a charitable organization in our community throughout the school year.

Parties/Invitations

Classroom parties are planned and organized by the classroom teachers. Pre-packaged snacks/treats may be provided. Check with the classroom teacher if there are any students who, for medical reasons, cannot have certain treats. A substitute treat shall be made available for such student(s) or provide the type of treat that all students would be able to eat.

Invitations to parties outside of school are not to be distributed at school unless everyone in the class is included. Invitations to other students outside of your child's classroom should be sent through the mail or given to them outside of school.

Personal Property at School

Students are discouraged from bringing money, electronic devices, toys or other objects from home unless they have permission by the teacher. Roller blades, roller skates, scooters, skateboards, and shoe skates are not to be used on the playground. This is due to safety concerns both for the owner as well as the other children around them.

The school provides playground equipment. Do not send balls, bats, and other toys to school for recess. The school does not assume responsibility for the loss or breakage of items brought from home.

Student Fundraising

Students may raise funds for school-sponsored groups and the PTO with the prior written permission by the principal.

Student Photographs (Board Policy 506.3)

The board will permit student “portrait” photographs to be taken on school premises by a commercial photographer as a service to the students and their families. Parents will be notified prior to the taking of pictures by a commercial photographer for student “portraits”. In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

Student Progress Reports and Conferences

Parent/Teacher conferences are held on the first day of school instead of holding classes. Conferences will also be held at the end of the first and second trimester. Parents will be given instructions how to schedule a conference time by using the online scheduler.

Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a student’s progress.

The purpose of the scheduled conferences is to communicate information about the student and to make educational plans. Dates and times for the conferences will be sent to you. In order to make such conferences successful, we urge every parent to meet with their child’s teacher at the scheduled time. Written reports on pupil progress will be given at the close of each trimester.

Safety

Emergency Information

If your child is ill or has an accident at school, you will be notified. It is important that the emergency information be kept up to date. Parents should notify the school of any changes in emergency information. Children will not be sent home until arrangements have been made.

Emergency Plans and Drills (Board Policy 507.5)

Fire and tornado drills will be held twice each semester and all procedures are in printed form posted in each room. Directions will be given in the classroom, and when drills or alerts occur, students are to follow the posted rules and the staff member’s directions. Emergency evacuation for any other reasons will be directed by the office and each staff member will be made aware of these procedures.

The Ogden Community School District has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school, should an emergency occur. Our main objective is to attend to the health and welfare of students in the event of a crisis.

In most emergencies students will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school building, that prohibits re-entry to the building, students will be accompanied to a predetermined alternate site.

We ask that you follow this procedure if you hear of any school emergency:

1. TURN ON YOUR RADIO OR TELEVISION. We will keep the media informed of any emergency.
2. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These MUST be used to respond to the emergency.
3. PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get in the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

Dismissal Procedures in times of Emergency – Ogden Elementary

To keep you informed of Ogden Elementary emergency plans, know that in the event of an emergency the following procedures are put in place:

1. If the emergency involves your child(ren) you will be contacted immediately. Therefore, it is of the utmost importance your child's emergency school information sheet is kept up to date and includes phone numbers of additional contacts in the event you cannot be immediately contacted in an emergency.
2. If the emergency does not involve your child(ren), staff has been instructed to respond to any inquiries of what is happening by assuring you your child is safe.
3. If the emergency conditions dictate that students are to remain in their classrooms for their safety and well being, students will not be released to parents until the principal or principal's designee makes a determination that students can be transferred safely to the office and dismissed from there.
4. Please remember that visitors coming to Ogden Elementary will be required to announce their arrival at the main entry and proceed to the office to sign in. This measure is to ensure the safety and well-being of your child and be the least disruptive to the teacher and other students in your child's classroom in the event your child needs to leave school for an appointment or before the regular dismissal time.

These measures are meant to ensure your child will be safe at school at all times. Your cooperation and trust in the people who have been placed at Ogden Elementary is essential in assisting us in providing a safe and secure environment.

Leaving School Grounds

Leaving the school building without permission from the principal or his designee during the school day is classified as truancy. Written permission or a telephone call must be received from the parent for students to leave the school grounds during the school day. We must adhere to this very closely for the safety of the children. The school reserves the right to involve local law enforcement authorities if the student leaves school property without permission.

Precaution Against Child Abduction

Each year every teacher and parent should warn the children against getting into cars driven by

strangers. Warn children against attempts to entice them with toys, candy or money. Advise children not to step close to a car if a stranger stops and speaks to them. If children are accosted on the way home, tell them to inform their parents or the school. Accurate observation of car licenses, color, make, year, and model of cars is invaluable in identifying offenders.

Weapons (Board Policy 502.6)

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

For purposes of this portion of this policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

School Board Policies

Abuse of Students by School District Employees (Board Policy 402.3)

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

Level I Investigator	Madelyn Wisecup 515-275-2795
Level I Alternate	Amy Krause 515-275-2795
Level II Investigator	Boone Co. Sheriff's Office 515-433-0524

Annual Notice (Board Policy 506.1.E.8)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. The parent or eligible student should write the school principal and clearly identify the part of the record they want changed. Specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

Anti-Bullying/Harassment Policy (Board Policy 104)

The Ogden Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Additional information can be found in the following Board Policies:

104.E1 [Anti-Bullying-Harassment Complaint Form](#)

104.E2 [Witness Disclosure Form](#)

104.E3 [Anti-Bullying –Harassment Disposition Complaint Form](#)

104.R1 [Anti-Bullying Investigation Procedures](#)

Corporal Punishment (Board Policy 503.5)

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object within a pupil's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - For the protection of property as provided for in IOWA CODE section 704.4 or 704.5.
 - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Mechanical restraint means the use of a device as a means of restricting a student's freedom of movement. Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including restraints for medical immobilization, adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without use of such devices or mechanical supports; and vehicle safety restraints when used as intended during the transport of a student in a moving vehicle. Prone restraint means any restraint in which the student is held face down on the floor.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

- 1) The size and physical, mental, and psychological condition of the student;

- 2) The nature of the student's behavior or misconduct provoking the use of physical force;
- 3) The instrumentality used in applying the physical force;
- 4) The extent and nature of resulting injury to the student, if any;
- 5) The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

Custody and Parental Rights (Board Policy 507.7)

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

Distribution of Materials (Board Policy 903.5)

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

Dual Enrollment (Board Policy 604.7)

The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district in accordance with state law and policy. The student is considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the board secretary no later than September 15 of the school year in which dual enrollment is sought on forms provided by the school district. On the form, they will indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available at the central administration office.

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules of the school district will apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules will include, but not be limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of applicable fees.

A dual enrollment student whose parent, guardian, or custodian has chosen standardized testing as the form of the student's annual assessment will not be responsible for the cost of the test or the administration of the test.

The applicable legal requirements for dual enrollment including, but not limited to those related to reporting and eligibility, shall be followed. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Equal Education Opportunity (Board Policy 102)

It is the policy of the Ogden Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Maury Ruble, Ogden High School, 732 W. Division St., Ogden, IA 50212, 515-275-4034, maury.ruble@ogden.k12.ia.us.

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.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Ogden Community School District, Ogden, Iowa 50212; or by telephoning 515-275-2894. Inquiries may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Grievance Procedure (Board Policy 102.R1)

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Fines-Fees-Charges (Board Policy 503.3)

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent will inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Additional information can be found in Board Policy [503.3R1 Student Fee Waiver and Reduction Procedures](#)

Homeless Children and Youth (Board Policy 501.16)

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Elementary School Principal.

Definition: "Homeless children and youth" " means individuals who lack a fixed, regular, and adequate nighttime residence.

Interviews of Students by Outside Agencies (Board Policy 502.9)

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

Multicultural/Gender Equitable Education (Board Policy 603.4)

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Open Enrollment (Board Policies 501.14, 501.15)

Iowa's Open Enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to enroll into another school district must apply for open enrollment. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

Search and Seizure (Board Policy 502.8)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

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

Section 504 and Parental Rights (Board Policy 102.e3)

The Ogden Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students.

As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;

- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Ogden Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Maury Ruble, Ogden High School, 732 W. Division St., Ogden, IA 50212, 515-275-4034, maury.ruble@ogden.k12.ia.us.

Smoking-Drinking-Drugs (Board Policy 502.7)

Students/Parents on school property or any activities sponsored by the school are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco and nicotine products, or look-a-like substances. Violation of this rule will result in disciplinary action, which may ultimately include expulsion. Such violations may also be reported to local law enforcement authorities.

Student Complaints and Grievances (Board Policy 502.4)

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Student Directory Information (Board Policy 506.2)

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the

disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information": student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, the most recent previous educational agency or institution attended by the student, student ID number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children homeschooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

Student Records Access (Board Policy 506.1)

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

The School District may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for

determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Student Transfers Out or Withdrawals (Board Policy 501.7)

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they should notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice should state the student's final day of attendance. If the student is not enrolling in another school district, the school district will maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents must notify the principal in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents the records have been sent. The notice will inform the parents of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents will notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

School Day

Arrival to the School

Students that arrive at school before 7:30 a.m. are not supervised. Buses arrive between 7:35 and 8:00 a.m. A student may enter the building to go to the lunchroom for breakfast at 7:30 a.m. All other students will go to the designated area for walk and talk.

Students are dismissed to their classrooms at 7:55. Bus students are not considered tardy if the buses are late or if their bus was late or if they are eating breakfast as a result of late buses.

End of the School Day

Students are to leave the school grounds after school is dismissed. If problems occur between students on the way to school or on the way home from school, the principal may become involved.

Bus riders will leave through the front doors to load the buses once all buses have arrived. Parents that are picking up students will drive through the pickup lane on the east side of the building. Parents will be provided a card to place on the visor of their vehicle indicating the children(s) last name and grade level(s) that are to be picked up. Staff members will radio for students and assist students loading into vehicles.

Students walking home will exit out of the front of the building. They will be released when the buses have left the building.

Playground

The playground is used for recess times and physical education classes. The recess time is a scheduled time for students to relax, visit and play with friends from another class or grade, get some physical exercise and have fun. Students on the playground will have adult supervision at all times.

The school provides playground equipment. Do not send balls, bats, and other toys to school for recess. The school does not assume responsibility for the loss or breakage of items brought from home.

In order to keep our building as clean as possible it is important that students have boots for recess periods when it is wet, muddy or snowy outside. A nice clean school enhances the learning environment.

Recess

Our school guideline is to have outdoor recess unless the temperature/wind chill is 0 degrees or staff determines that rain, wind or other weather conditions are excessive. Please provide your child with clothing appropriate for the playground environment and weather. Students must wear snow pants and snow boots to play in the snow. Students without snow boots must stay on the hard surfaces.

All students are expected to participate in outdoor recess activities. Students will go outside unless the school receives a note from a healthcare provider. A child who is too sick to go out at recess is most likely too sick to be in school.

School Day

Please teach/encourage promptness by seeing that your child is at school at the proper time and whenever health permits. Habits are formed at the elementary level for attendance and promptness and we consider this a life skill that is important. Please discuss the routine school day with your student.

Below are guidelines for you:

- **Students School Day** 8:05 am -3:10 pm
- **Teacher School Day** 7:30 am - 3:30pm
- **Principal/Office** 7:30 am - 4:00pm

Three Day Rotation Schedule

Ogden Elementary School will operate on a three-day schedule. The days are known as Day 1, Day 2, and Day 3. Students will have Guidance, Book Check-Out, Music, Computer Science and PE. Through this system, whenever days of school are dismissed because of inclement weather or holidays, the students will not miss their designated special. The numbered day will move to the next day school is in session.

Town / Walking Students

Students arriving at 7:55 will go directly to their designated classroom area. If students are eating breakfast they may arrive at 7:30. Parents/guardians will be notified if a student comes too early or too late on a regular basis.

Visitors to School District Buildings and Sites (Board Policy 903.3)

Ogden Elementary School is open to all adult visitors. Visitors will check in at the office upon arrival. We encourage classroom visitation except for the beginning and closing two weeks of school, during assessment times or any day proceeding a vacation period. In order that your visit might be more informative, contact your child's teacher or the office prior to your visit.

Student Health

Administering Medications Forms

All medication administration forms can be downloaded from the Ogden School website at www.ogdenschools.org.

Administration of Medication to Students (Board Policy 507.2)

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician(s) regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or to be an authorized practitioner, including parents.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

Self Administration of Medication (Board Policy 507.2e1)

Medications shall not be kept on students or in their personal belongings unless the District nurse gives advance approval. Students shall not self-administer medications at school, unless approved in advance by the District nurse with written consent of the parent or guardian and the doctor signing the

Authorization-Asthma or Airway Constricting Medication Self-Administration Consent Form. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician without having to first demonstrate competency in self-administration.

Student Illness or Injury at School

In the event of a serious accident or illness at school, the parents are called, or if necessary, the emergency number is called. This emergency information must include a parent's work numbers and the number of a neighbor/relative who could be in charge of your child and his/her needs when the parent cannot be reached. Please be sure that the neighbor or relative is aware that you have given their number as an emergency contact. At any point during the school year this information changes, notify the school office so our records are updated.

Illness

Your child is too ill to go to school if he or she has any of the following symptoms.

- Has vomiting or diarrhea in the last 24 hours.
- Becomes short of breath or has an increase in wheezing during normal activity.
- Has a cough that interrupts his/her normal activity.
- Has a temperature above 100° F.
- Has pain from an earache, headache, sore throat or recent injury.
- Has yellow or green drainage from nose or eye(s).
- Breaks out in a rash.

Fever

Your child should not go to school if his/her temperature is above 100° F. He/she may return to school 24 hours after his/her temperature is below 100° F and he/she is feeling better.

Contagious Disease

A contagious disease is one that can be spread by close contact with a person or object. Examples of contagious diseases are: chickenpox, the flu with vomiting or diarrhea, colds, "runny nose", strep throat and "pink eye". A disease is most often contagious 24 hours before the child shows any signs of illness. It is very hard to prevent the spread of some germs, especially in a school classroom. Good hand washing will help prevent the spread of germs. Your child should stay home from school if he has a contagious disease to keep from spreading it to others.

Student Health Services

The Ogden School District has a School Nurse on duty daily. The nurse is on call to both buildings at any time during the day as the need arises.

Minor cuts, scrapes, and injuries will be treated with first aid methods. Students with more serious injuries will receive first aid and their parents/guardians will be notified. When children become ill during the day they will be asked to see the nurse, have their temperature taken and discuss the symptoms. If necessary, at this time the parent/guardian will be called. A written record is kept of all children seen by the nurse.

Additional information can be found in [Board Policy 607.2 Student Health Services](#)

Student Services

Alternative Programs

The district offers a variety of programs to meet the needs of students. The district offers special education services, gifted and talented, Title I programs, and at-risk services. If any parent believes their child is in need of special assistance, they should contact the building principal as soon as possible to discuss the child's needs and the programs available to them.

Building Assistance Team

A team of teachers is established to investigate and problem solve students when identified by teachers and/or administrators. This team will work with teachers, students, and parents to improve the learning experiences for the student.

Heartland Area Education Agency Services

Speech and Language Services: Speech services are available for those who require assistance in developing adequate communication skills.

Psychological Services: The Heartland Area Education Agency provides the services of a trained psychologist who is available for examination of students in need of such services. The psychologist sees students upon recommendation of the teacher with the approval of the principal and the parents. Full and complete reports of the findings of the psychologist are made available to the parents upon request.

Hearing Testing: Kindergarten through fifth grade students' hearing will be checked by an audiologist from the Heartland Area Education Agency. Students who do not pass this screening will receive a repeat screening and may receive individual hearing tests by the audiologist and consultation with school personnel. Parents will be notified about the results of the hearing test if their child does not pass the test. This is a screening process only, and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist.

If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist this year, please notify the school. If there are any questions about the hearing testing program in your school, please contact your school nurse for the audiologist.

School Social Worker: Services are available through Heartland Education Agency upon request.

Student Guidance and Counseling Program (607.1)

The goal of elementary guidance is to assist all children in developing an awareness of their strengths and weaknesses, interests, needs, similarities and uniqueness. All children have the right to assistance in the development of their full potential. Although it is recognized that some children will need special assistance at a time of crisis, the focus of elementary guidance is on prevention. Self-direction is the ultimate goal of guidance.

Technology

Internet Access

Students will have limited access to the Internet. Internet access will be under the direction of the classroom teacher for educational purposes.

Internet- Appropriate Use Regulation (Board Policy 605.6)

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors.

The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors. The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response.

Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and
 - in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that

they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations

Internet Access Permission Letter to Parents (Board Policy 605.6.E.1)

The District encourages the appropriate use of technology-based tools and information resources by students. These resources include District-provided computers, productivity software tools, instructional software, networks, electronic media and telecommunications tools, such as access to Internet resources. These District-provided resources and tools are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the District's educational mission and policies, as well as state and federal laws and regulations. Families will complete an internet access permission form during the registration process. [Internet Access Permission Form](#)

Transportation

For all questions and answers concerning transportation, call the Director of Transportation at (515) 275-2058.

Scooters, Bicycles, Skateboards, Roller Blades, and Heelies

It is recommended that students below grade two do not ride bicycles or scooters to school because of concerns for their safety. When bicycles or scooters are ridden to school, to avoid accidents, they must be walked onto and off the school grounds. Skateboards, roller blades, and heelies are not to be used on school grounds during school hours.

Student School Transportation Eligibility (Board Policy 711.1)

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

Student Conduct on School Transportation (Board Policy 711.2)

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of recording devices on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The recording devices will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The recordings are student records subject to school district confidentiality, board policy and administrative regulations.

After one warning, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

It is the responsibility of the superintendent, in conjunction with the building principal,, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

Transporting Students in Private Vehicles (Board Policy 904.1)

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval and who ride in private vehicles for

school purposes. This applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center.

Weather

Emergency School Cancellation or Delay

Should inclement weather or any other emergency situation occur which would result in the closing of school, area radio and television stations will make announcements. Please have plans made for what your child would do in the event school is dismissed early. Please review those plans periodically with your child. Please notify the office of any changes in the emergency information you provided to us at registration: address, phone numbers, contact persons, day care provider, etc.

School Closing Procedures for Inclement Weather

Every effort will be made to have school-closing notices on the radio and television stations as early as possible due to bad weather and road conditions. If it becomes necessary to close the schools earlier than normal, the same radio/television stations will be contacted. Announcements will be carried by:

KWBG Radio	Boone	1590 on the AM dial
WOI-TV	Ames/Des Moines	Television Channel 5
KCCI-TV	Des Moines	Television Channel 8
WHO-TV	Des Moines	Television Channel 13

Notices will also be broadcast on official school social media sites. The following is a list of responsibilities of the school, parents and pupils.

School Responsibilities

1. Keep posted on weather developments and make a decision on an early school dismissal.
2. Notify radio/television stations of early dismissal. Post on social media.
3. Arrange for buses to take bus pupils home.
4. Assist pupils in any way to get on the right bus.
5. All teachers should make notations of any changes in plans of children under their jurisdiction that they know about.
6. Someone will remain in the building's office until all buses have returned from their routes or are accounted for.

Parent Responsibilities

1. Be aware of changes in the weather and the possibility of an early school dismissal.
2. When there is a possibility of school closing or an early school dismissal, listen to radio stations for an announcement of school closing or the time of such dismissal.
3. Discuss with your children what they are to do if school is dismissed early and you are not home.
4. Be ready to assist your bus driver, your children and your neighbor's children in any way that you can, to see that all pupils arrive home safely. A plan where parents call ahead to the next stop that the bus is on its way, will help keep track of the bus's location and assist in getting any needed help at the earliest possible time.

Student Responsibilities

1. Be sure to discuss with your parents a plan of what you are to do in the event school is dismissed early.
2. Notify your teacher or principal if your parents' approved plan is to go home with someone else.
3. Go straight home and check in with your parents.
4. Observe all rules for safe pedestrian and vehicle traffic.

The safety of children will be our number one concern and decisions will be based on their welfare. As the winter months approach, make sure your children dress warmly. Temperatures in the building will vary from 68-72 degrees in an effort to hold the cost of energy.

It is important that you have a family emergency plan for immediate dismissals. An "Emergency Dismissal Plan" is written down and signed by the parents at registration. When the student is in doubt, or does not have a note they will be directed to do according to the written permission that you give at registration. We do not want to deliver a child to an empty or locked house.