

OGDEN MIDDLE / HIGH SCHOOL



HOME OF THE BULLDOGS

6-12 STUDENT HANDBOOK 2023-2024

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OGDEN COMMUNITY SCHOOLS INFORMATION

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.

Description of the OHS History

The first school in Ogden was opened shortly after the town was founded in 1866. The first classes were held on the second floor of a store building in downtown Ogden at 330 West Walnut Street. The first schoolhouse was built in 1870 on the Southeast corner of First and Elm streets. The first building in which high school courses were offered was built in 1875 at the corner of NW 2nd and Sycamore Streets. This building was destroyed by fire in 1894 and rebuilt on the same site. A more modern high school was built in 1915 in the same block and served until 1968. The construction of the current high school began in April of 1967 and was moved into December 19 and 20, 1968. In 1889 the first class completed the prescribed high school course of study and the county superintendent of schools conducted examinations in a room over what was the City State Bank building on Walnut Street. The members of the first graduating class were Lilian Nelson and Eugene Clark.

VISION STATEMENT

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

MISSION STATEMENT

Engage, Educate and Empower

School Song

ONWARD OGDEN, ONWARD OGDEN,
BEATS THEM EVERY TIME,
WHEN THE GAME IS OVER,
VICTORY WILL BE THINE.
(RAH, RAH, RAH!)

ONWARD OGDEN, ONWARD OGDEN,
SHOW YOUR COLORS TRUE.
EVERYONE AT O-H-S
IS BACKING YOU.

ONWARD OGDEN, ONWARD OGDEN,
FIGHT RIGHT THROUGH THAT LINE,
SEND THE BALL RIGHT DOWN THE FIELD BOYS,
TOUCHDOWN EVERY TIME.
(RAH, RAH, RAH!).

ONWARD OGDEN, ONWARD OGDEN,
SHOW YOUR COLORS TRUE
EVERYONE AT O-H-S
IS BACKING YOU

Other Information

Colors: Blue and White
Nickname: Bulldogs

OVERVIEW OF THIS HANDBOOK

Definitions

For brevity and readability, some terms used throughout this handbook imply and/or encompass the use of other terms. In this handbook:

- “Parent” also means a student’s “legal guardian,” unless otherwise stated.
- An administrator’s title, such as “superintendent” or “principal,” also means that individual’s designee, unless otherwise stated.
- “School grounds” includes school district facilities, school district property, property within the jurisdiction of the school district and/or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- “School facilities” includes school district buildings and vehicles.
- “School activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, and/or whether they are held on or off school grounds.

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language. Public displays of affection and similar inappropriate relationship behavior are prohibited.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student’s eligibility to participate in co-curricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district’s policies, rules and regulations. Students who fail to abide by the school district’s policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts

the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in co-curricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it.

EDUCATIONAL PHILOSOPHY

Educational Philosophy of the School District (Board Policy 101)

As a school corporation of Iowa, the Ogden Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with the students' parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to, and encourages critical thinking in, the students for a lifetime. The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program, student achievement, and for the expertise for educational productivity. Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

ENROLLMENT/REGISTRATION

Enrollment and Registration

Previously enrolled families and families new to the district need to enroll their students each school year. Information about registration can be found on the district's website: www.ogdenschools.org or [New Student Registration](#) and [Current Student Registration](#)

Parents within the school district who have children over age six (6) and under age sixteen (16) by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. (501.3)

Student Transfers In (New Students) (501.6)

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the board. The superintendent will determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades. The board may deny admission if the student is not willing to provide the board with the necessary information.

Student Transfers Out or Withdrawals (501.7)

Please notify the office as soon as possible if you will be transferring to another school district. The school district transfers student's records to a new school district upon receipt of a written request from the new school district for the student's records.

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 all property of the school to the office. This may include, but is not limited to: school-issued technology, textbooks, uniforms, equipment, and library materials.

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 superintendent 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.

Equal Educational Opportunity [Board Policy 102]

The Ogden Community School District does not 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. The belief in equal education opportunity serves as a guide for the board and employees in making decisions relating to the school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. 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.

DAILY SCHEDULES

The regular school day is from 8:10 AM to 3:15 PM. There may be days throughout the school year that have late starts or early releases. The

scheduled days for these can be found in the District Calendar on the school website: [Ogden Community Schools](#). Bell schedules for the different start and end times can also be found on the school website: [Ogden Community Schools](#). Students may enter the building for the school day at 7:30 AM and are expected to leave within 15 minutes after the school day unless supervised by a staff member.

TYPES OF DISCIPLINE AND CONSEQUENCES

An initial disciplinary intervention may result in the most severe sanction, e.g., Out of School Suspension (OSS), depending on the level of student behavior. Disciplinary responses to student behavior need not follow a continuum of interventions.

Counseling

A student may be referred to the counselor who will determine the amount of time and work needed.

Detention

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Students will be expected to complete the detention on the day given or the next business day. Special consideration may be taken into account for transportation purposes. The detention will take place in the location determined by the person assigning the detention.

Expulsion

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

The Ogden School Board may, by a majority vote of the members present at a hearing to determine the severity of the alleged misconduct, expel a student from school. The legal grounds for expulsion are: (1) immorality, (2) violations of rules and regulations set or approved by the Board, (3) evidence that the presence of the student is detrimental to the best interest of the school. Students expelled from school shall be considered for readmission only by the Ogden Board of Directors.

More information on expulsion can be found in Board Policy 503.2.

Failure of a Class

Students may be removed from a specific class for the remainder of the term with a recorded grade of F.

Financial Obligations / Restitution

Students and families may be asked to make a payment to recover the loss of an asset.

In-School Suspension (ISS) (Board Policy 503.1R1)

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents. Students may be asked to join a class through video conferencing while in suspension.

RULES:

- Students are expected to follow normal classroom rules and regulations
- No personal electronic devices
- No talking with other students
- No sleeping
- No personal belongings allowed
- Students must be working on school assignments or reading

Loss of Electronic Devices Usage

Students may not be allowed to use a computing device during school. They may also be asked to turn in their school issued computer. More information can be found in the Technology - Acceptable Use Policy section.

Out-of-School Suspension (OSS) (Board Policy 503.1R1)

Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after

conducting an investigation of the charges against the student, giving the student:

- Oral or written notice of the allegations against the student
- The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

Off-Campus Referral

The Ogden CSD utilizes outside agencies/extra support services for OSS students as needed. Students with OSS for more than three (5) days may be assigned to these agencies/support services.

Probation (Board Policy 503.1R1)

Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.

The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

Removal From Class

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student. This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students. Upon further review of the situation a student may be removed from multiple classes or removed from a class for multiple days. Further disciplinary measures may also follow.

Restorative & Restitution Work

Students may be asked to complete a project in an effort to have students learn from their mistakes, to understand the impact of their actions, and/or to grow personally in their ability to problem-solve and make responsible

decisions. In some instances the consequence is not considered complete until the project has also been completed.

Restricted Study Hall

A student may be assigned to a restricted study hall for a specific length of time. The place will be determined by the principal. Students will not be allowed to use their cell phones during this time.

Restriction From School Activities

A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities. Students may not be allowed to participate in extracurricular activities such as sports, arts, dances, etc.

Supervision During the School Day

Students can be assigned a staff member to be with them throughout the day.

ACADEMICS

Learning Supports

- **W.I.N. Time**
 - Ogden Middle/High School is committed to helping students achieve high academic success. W.I.N. period is every day for 26-30 minutes. During this time students will have opportunities to receive learning support specific to their needs as identified by staff and students. We will use FlexiSCHED as a management software to schedule student support during this period.
- **Guided Study Hall**
 - Students with incomplete work, non-proficiency in ELA or Math, or behavior issues that preclude them from having success in a regular classroom study hall, may be placed in Guided Study Hall with smaller groups and more individualized attention.
- **Talented and Gifted Program (TAG)**
 - Talented and gifted students have unique needs that are best met with a qualitatively different program that takes into consideration individual learning styles and special abilities, as well as the affective needs of the student. Such a program will

enhance self-esteem as students develop skills in independent study, research, creative thinking and critical thinking.

- Students identified for the TAG program will be scheduled into a TAG class their 6th, 7th, and 8th grade year. Students in 9th through 12th grade will have the opportunity to enroll in concurrent enrollment courses through DMACC and Advanced Placement courses offered at OHS or through the Belin-Blank Center at the University of Iowa. This will allow TAG students an opportunity to go “above and beyond” and to build on areas of strength and interest.
- More information can be gained through the Lau Plan found on the school website: [TAG/ELP Plan](#)

- **English as a Second Language**

- PK-12 English as a Second Language Program which is a program where EL (English Language) students are "pulled out" of regular, mainstream classrooms for special instruction in English as a second language. This pull-out is designed to assess, and provide additional language support to classroom teachers based on information gathered in the pull-out sessions with the ELL (English Language Learner) endorsed teacher.
- More information can be gained through the Lau Plan found on the school website: [LAU Plan](#)

- **Special Education Services**

- The school district is served by Heartland AEA. Special Education Professionals such as Consultants, Speech and Language Pathologists, Occupational and Physical Therapists, and a Behavioral Team are utilized by the district. Students who use these services have an IEP (Individual Education Plan) designed to help students meet educational goals.

Academic Dishonesty

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, sharing of work or similar cheating is not acceptable.

In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and/or failure of the class. This could also result in ineligibility and/or removal from a student group or student organization.

Make-up Work

Students will be allowed to make-up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision. School work missed because of absences must be made up within two times the number of days absent, not to exceed ten (10) school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher

Progress Reports (Board Policy 505.1)

Grades are regularly updated in Infinite Campus. Progress reports will be sent out midway through each quarter for those students receiving a D or F. All students will be emailed a report card at the end of each quarter. Parents are encouraged to provide support at home. Parents are encouraged to call the school to set up an appointment with your child's teacher(s) whenever you feel a conference would be beneficial. Communication need not be restricted to our regularly scheduled conferences.

Student Awards (Board Policy 505.3)

Academic Letter

Awarded to all students who are on the Honor Roll for three consecutive semesters with a Grade Point Average of 3.1 and a "Lamp of Knowledge" pin for each succeeding semester. Students who transfer to Ogden from another High School may transfer one semester of a 3.1 GPA from another high school and combine it with two semesters of 3.1 at Ogden.

West Central Activities Conference

Seniors must have participated in a WCAC activity and have a GPA of 3.5 or better. Certificates will be awarded at the end of the school year by each member school.

Honor Roll

The Honor Roll is announced at the end of each semester. To be placed on the Honor Roll a student must earn at least a 3.0 Grade Point Average with no grade lower than "C."

#1 Club

Nominated by the staff based on one or more of the following criteria: service to Ogden High School, outstanding attitude, noteworthy cooperation, unusual initiative, or a unique contribution to school life.

President's Award For Educational Excellence / Improvement

Criteria include 3.5-4.0 GPA. 97.5% Attendance rate. No discipline

referrals.

Student Of The Month

Voted on by the staff to recognize any OHS student exhibiting the following: Academic Performance, Character, Leadership, Deportment, Attitude, Co-operation, Improvement, Effort, Activities (in school and out of school).

Commencement

Students who have met the requirements for graduation will be allowed to participate in the commencement ceremony provided they abide by the proceedings organized by the school district. It is the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Students who are in good standing and who meet the graduation requirements set by the Ogden CSD Board of Education are allowed to participate in the graduation ceremony and in Senior activities. Students who are being disciplined at the time of the graduation ceremony or other senior activities may not be allowed to participate.

- **Graduation Requirements (505.5)**

- To receive a high school diploma from the Ogden Community Schools a student must successfully complete the following graduation requirements in grades 9-12:
 - Language Arts 8 credits
 - Social Studies 6 credits (*including American History and Government*)
 - Science 6 credits (*including Biology*)
 - Math 6 credits
 - Physical Education 4 credits
 - Workplace Readiness 2 credits
 - Electives 16 credits
 - Total 48 credit hours

Early Graduation (505.6)

Students may be permitted to graduate at the end of a semester or summer session, provided all graduation requirements are met, except that one credit hour of physical education shall not be required for 8 semesters if the student is graduating early (but 48 total credit hours shall be required). Students must complete their final semester at the Ogden High School in order to qualify for early graduation, except that a student may complete his/her final graduation requirements during the summer. Students desiring

to graduate early must file an application with the high school principal by October 1 of the prior year (their junior year). Under unusual circumstances, the deadline may be extended to the beginning of the first semester of the senior year. Students graduating early will be ineligible for participation in instructional, co-curricular and class activities, except that they may attend prom and commencement activities after the semester or summer in which they complete their course work. The diploma will not be awarded until spring.

SERVICES

School Counseling Program

The school district guidance program provides four separate, interdependent services: counseling, information, appraisal, and placement. The goal of the guidance program is to assist students with their educational and career development and to help them become well-rounded, productive adults. All employees in the guidance program maintain confidentiality.

School Nurse

Students who do not feel well or have been injured should always report to the nurse's office first. If the nurse is not there, students should report to the MS/HS office immediately. Students will not be allowed to leave school until their parent/guardian has been notified.

GENERAL POLICIES AND PROCEDURES

Visitors / Guests

Visitors to the school grounds must check in at the principal's office. Guests are students from another school who wish to visit Ogden Middle/High School with a friend. The guests must be 6th–12th grade students to be allowed to visit. Students who wish to bring a guest to school must receive permission from the principal prior to the guest's visit. Guests will only be allowed to visit in half-day increments.

Closed Campus

Ogden Schools operate under a closed campus policy. Students must stay on the school grounds during the school day. Students must receive parent/guardian permission to leave school for any reason (see Student Release During School Hours in the Attendance section). Ogden does not have open lunch, even with parent permission.

Lunch

All students must go to the lunchroom area during their designated lunchtime. Students may use restrooms, but must stay in the North hallway. Students may not use locker rooms during lunch.

Food and Drink in the Building

No food or drinks will be allowed in the auditorium, library, or shop areas during the school day. It is the teachers' discretion to allow food or drink into their classrooms. Only snack sized food will be permitted in the classroom. Large food items must be consumed in the lunchroom. Drink items in the classroom should be in a water bottle-type container with a closed-top lid. Drinks in cans are not allowed. Soft drinks and energy drinks should not be consumed from their original containers.

Leaving the Classroom

Students must have teacher permission to be in halls when classes are in session. Students must log out on a sign-out sheet or be in possession of a pass issued by a teacher when leaving any classroom.

Assignments During Disciplinary Suspension

When a student is placed on in-school or out-of-school suspension, teachers are required to provide all assignments for the period of the suspension. Assignments and teachers will be made available to the student when possible. All assignments provided during a suspension are due upon completion of the suspension, unless other specific arrangements are made on an individual basis with teachers, or as approved by administration. The Makeup work policy does not apply to days missed for any type of suspension.

Due Process

Minimal due process procedures grant the students these rights:

- Oral and/or written notice of the charges.
- The opportunity to admit or deny any charges.
- The explanation of the evidence against the student.
- The opportunity to explain the situation.

Padlocks

Padlocks are available to be used on students' hall lockers and gym lockers. School locks are available at the HS/MS office. Gym locks are available from the P.E. teachers. If lost, the student will be responsible for replacement cost.

Searches (502.8R1)

The contents of a student's locker, desk or other space (coat, backpack, purse, vehicle, etc) may be searched when a school official has reasonable and articulate suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

The Ogden CSD reserves the right to utilize a Law Enforcement Drug Dog to do periodic searches of any school property, or student property on school grounds.

ATTENDANCE

Attendance Philosophy (Board Policy 501.3)

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program.

Students who know they will be absent are expected to notify the office prior to the absence and are expected to contact teachers for make-up work. If advance notification is not possible, parents must notify the office at 275-4034 on the day of the absence prior to 8:10 a.m. If notification is not received, the office will attempt to contact the parent at their emergency number. The absence will be considered unexcused unless the student brings a note signed by their parents to the office explaining the reason for the absence or the parent calls the school by the end of the day of the absence.

The school determines whether an absence is excused, unexcused or a truancy. **Excused absences** include, but are not limited to, personal illness; serious illness, injury or death of a family member; family or personal emergencies approved by the principal; recognized religious observances; medical/dental/business appointments which cannot be made other than during school time; funerals; court appearance; needed at home by a parent (on a limited basis); suspension from school; and other reasons which can be justified from an educational standpoint with approval from the principal. Classes missed because of attendance at a school-sponsored activity will not be considered an absence; however, the student will be required to make up missed work. Students may be required to provide a signed doctor's excuse for excused absences.

SUSPENSIONS AND EXPULSIONS

When a suspension or expulsion causes a student's absence, such absence will be treated as an exempt absence rather than an excused or unexcused absence and will not be included in an attendance call.

Student/Parent Responsibilities

- To be informed of school board policies and school rules about absenteeism and tardiness.
- To attend class every day.
- To explain or document the reason for an absence.
- To request, and make up class work, in a reasonable amount of time from each teacher (consistent with each teacher's course expectations) after an absence or before an absence in scheduled situations.

Exempt Absences (Board Policy 501.9)

There are times students may be absent because of school related activities such as athletic events, music performances, speech or other academic competitions, field trips, etc. These absences will be coded as "ACT" in Infinite Campus.

Other exempt absences and codes:

Time in the nurse's office "NUR," Guidance office "ADV," Principal's Office "IO," In-School Suspensions "ISS," and Out-of-School Suspension "OSS."

None of these aforementioned absences will count against a student's attendance record.

Excused Absences (Board Policy 501.9)

Student absences approved by the principal are excused absences. These absences include, but are not limited to:

- **Injury or personal illness.** Students who are ill or injured should not be in school. The assumption is made, however, that if students are too ill to attend school, they are also too ill to appear in public that day. Students must stay home if their temperature is over 100.3 degrees, are vomiting, have been advised by the health department to self-isolate or quarantine, or their doctor has recommended it. Repeated absences due to illness may need verification from a doctor's office or school nurse.
- **Personal medical appointments.** Students are requested to make their appointments during non-school hours but may be excused for an appointment that cannot be scheduled outside the school day. Examples include doctor, dentist, chiropractic, optometric, or other valid medical appointments. The student will be excused for the appointment time and driving time.
- **Required court appearances.** Students will be excused for court appearances with a judge's verification.
- **College visits.** A total accumulation of two days for verified college visits and/or military tests will be granted to juniors/seniors if cleared with the counselor and principal prior to the visit and verified by authorized college/military personnel.
- **Important personal or family reasons.** Students will be excused for death, serious injury, or illness in the family, funerals, emergency situations, religious events, limited family farm work, and the wedding of an immediate family member.
- **Vacations and other absences.** Students and parents should notify the administration at least one week in advance of their vacation to request excusal. Decisions regarding excusal will be based on the student's overall attendance record.

All other reasons are unexcused except by the discretion of the principal.

Parents do not have the ability to excuse any absence. The school district determines whether an absence is excused or unexcused.

It is the responsibility of the parent to notify the MS/HS attendance office at (515) 275-4034 as soon as the parent knows the student will not be attending school on that day. All excused absences must be communicated to the office within one business day after the absence. If a phone call is not possible, an email from the parent explaining the absence will be accepted within the same time frame. The MS/HS Attendance Secretary will attempt to contact the parent when notification of a tardy/absence has not been received. The principal may request evidence or written verification of the student's reason for absence.

Scheduled absence known in advance should be communicated to the MS/HS attendance office by telephone, email, or written note no later than 8:45 AM the day of the absence. If notification is not received, the office will attempt to contact the parents at their emergency numbers. No student will be allowed to leave without prior written or phone permission. Because of the obvious safety and responsibility risks, any student forging a parent/guardian signature or making a fake phone call or other misrepresentation in order to clear an absence will receive disciplinary consequences.

Students will be allowed to make-up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision. School work missed because of absences must be made up within two times the number of days absent, not to exceed ten (10) school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher

Student Release During School Hours (Board Policy 501.9)

Students will be allowed to leave the school district facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal.

Approved reasons for release of a student during the school day will include, but not be limited to: illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit and other reasons determined appropriate by the principal. Students must follow the checking out procedures.

Senior Release (Board Policy 501.11)

Students in grade 12 may be allowed to leave the school district facilities when they are not scheduled to be in class. Students who violate school rules may have this privilege suspended.

College Visit Protocol (Board Policy 501.9)

Juniors and seniors are encouraged to visit college/post-secondary campuses on weekends or school holidays. Students are encouraged to take college visit days on early dismissal days if taken during school time. However, if that cannot be arranged, juniors and seniors may be excused up to three (3) days cumulatively their junior and seniors years (which will not affect the student's attendance record). For D-I college-bound athletes taking official visits the maximum number will be increased to five (5).

Unexcused Absences - Truancy (501.10)

Iowa law delegates the principal of a school as a 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 in the Ogden CSD. Incidents of truancy will be recorded as a part of a student's attendance record and will count towards the absences per semester. The principal will also determine what, if any, disciplinary action is appropriate including, but not limited to: warning, detention, in-school suspension, or administrative referral.

The following criteria will be used to keep open communication between parents and the school.

- After seven (7) absences in a given school year, the school will send a form letter notifying them their child is approaching the ten (10) absences mark.
- After ten (10) absences in a given school year, a student's absences will be recorded as unexcused unless accompanied with a doctor's excuse. Parents will be sent a form letter if their child has reached this point.
- After fifteen (15) absences in a given school year the school will send a form letter letting parents know their child has reached this point.
- After five unexcused absences* in a year (20 total absences), the principal has the responsibility to contact the County Attorney's office with concerns of possible truancy. There will be an attempt to schedule a mediation meeting with parents, school personnel, and the mediation official approved by the County Attorney.

If the parent refuses to attend the mediation meeting or if the terms of the mediation meeting are not met, the school district will refer the truancy to

the County Attorney's office who will make the determination for charges to be filed.

Tardiness

The school expects students to arrive at school and at individually scheduled classes on time. Being punctual is a life skill. A student is tardy when the student initially appears in the assigned area any time after the designated starting time. Classroom teachers will review their arrival expectations at the beginning of each semester. Classroom teachers will be expected to notify students when they have been assigned a tardy. Students who are counted tardy may be subject to the following consequences:

- Teachers must address tardies with the students individually and notify the parents.
 - Upon the 3rd tardy to an individual class, students may be required to serve detention.
 - If the tardy issue continues, the student and parent will be required to attend a meeting with the teacher, counselor, at-risk teacher, and building principal to devise a plan of action to address the ongoing tardy behavior.
- If the student does not meet with school personnel, they will be assigned to an isolated area for their lunchtime and/or study hall(s) on an increasing schedule of consequences until a meeting takes place.
- If an extreme pattern of tardiness to class develops, the principal may use his/her discretion in assigning further consequences, which may include but are not limited to: detention, in-school suspension, losing credit in the class, out of school suspension, and appearing before the school board, where expulsion will be considered.

Activity Participation

A student must be at school by 8:45 AM and be in attendance at all classes in order to participate in school sponsored activities. The following exclusions apply:

- Field trips
- Medical appointments
- Funerals
- Verified family emergencies
- Other - if approved by the principal or activities director

The medical appointment must be documented in writing from the medical office and that documentation must be turned into the office. Time absent must only include the time for the appointment and driving time.

Checking In & Checking Out

- Students who enter the building after the start of the school day must check in at the office.
- Students who need to leave the building for any reason must check out with the office at the time of departure. Students are required to check out in the office before they leave the school grounds.

Under no circumstances is a student to leave school without receiving permission from the office. Permission to leave will not be given to the student unless the school has received permission from the parent/guardian. Leaving the school without receiving permission from the office and following proper procedures will result in an unexcused absence and can be considered gross insubordination and carry consequences up to and including potential suspension from school.

For high school students excessive absences will result in the following:

- If a student is absent 10 days from any given class, the student may be dropped from that class. The student will receive no credit for the class.
- If a student is dropped from a class due to excessive absences their educational program will be reviewed and alternative coursework may be applied as appropriate.

Due Process for Attendance Decisions

Level I

Students and parents wishing to appeal a decision regarding attendance decision rendered under this rule may do so by filing a written request for review with the principal within five (5) school days after the decision was rendered. The student will remain in the class or in school pending the completion of the appeals process. The principal will determine a mutually agreeable time, place, and date for the review and notify the student, parents, and committee accordingly. At the appointed time, the parties attending the review will meet to discuss the matter informally. Following the review, the principal shall affirm, reverse, or modify the decision.

The following criteria will be considered by the principal in reaching a decision:

- absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency,

- emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
- attendance history of the student;
- extenuating circumstances particular to the student;
- educational alternatives to removal from class or school; or
- the total educational program for the individual student.

Level II

Students and parents may appeal the principal's decision under this absence rule by filing a written request for review within five(5) school days with the superintendent. The superintendent or designee will determine a mutually agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the superintendent or the superintendent's designee shall affirm, reverse or modify the principal's decision.

Level III

Students and parents may appeal the Superintendent's decision under this absence rule by filing a written request for review within five(5) school days with the Board Secretary. The superintendent or designee will determine a mutually agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the Board of Education shall affirm, reverse or modify the principal's decision.

Consequences

Tardies are accumulated on a per class per semester basis.

Tardy	1st & 2nd Occurance	3rd - 5th Occurrence	6th and Subsequent Occurrence
	Warning	15 minute detention	30 minute detention

Unexcused Absence	30 minute detention for each class period missed that is found to be in the student's control. Further discipline for repeated occurrences will be determined during a parent meeting and placed on an Attendance Improvement Plan.
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Excessive Absences	A letter will be sent to the parents and the County Attorney and/or the Department of Human Services regarding excessive absences (20 excused, 10 unexcused) from school.
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Student Conduct Expectations

Students are expected to govern their actions, taking into account the rights and welfare of others. It is the policy of the Board of Directors to expect and require responsible behavior of all students in their dealings with staff members, other students and visitors in the schools.

BULLDOG EXPECTATIONS

BE RESPECTFUL:

Use appropriate words and actions with staff, students, and yourself.

Respect the building and other people's belongings.

BE PRESENT

Be on time.

Be engaged.

BE POSITIVE

Use appropriate language.

Have integrity.

Be persistent.

Believe in yourself.

BE READY TO LEARN

Bring your supplies.

Complete assignments on time.

Student Appearance

Ogden Middle/High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

- **Basic Clothing Principles:** Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, nipples, and midriff are fully covered with opaque fabric and undergarments must not be visible. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.
- **Students Must Wear:**
 - A Shirt (with fabric in the front, back, and on the sides under the arms).
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND Shoes.
- **Students May Wear:**
 - Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
 - Religious headwear.
 - Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
 - Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
 - Ripped jeans, as long as underwear and buttocks are not exposed.
 - Tank tops, including spaghetti straps; halter tops.
 - Athletic attire.
- **Students Cannot Wear:**
 - Violent language or images.
 - Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
 - Bullet proof vest, body armor, tactical gear, or facsimile.
 - Hate speech, profanity, pornography.
 - Images or language that creates a hostile or intimidating environment.
 - Pajamas or Slippers (Unless part of s designated spirit/fun day).
 - Any clothing that reveals visible undergarments.
 - Accessories that could be considered dangerous or could be used as a weapon.
 - Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

Dress Code Enforcement:

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in the sections regarding what “Students Must Wear” and what “Students May Not Wear.”

Students will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- Students may borrow a garment provided by the school to wear for the remainder of the school day.

No student should be affected by dress code enforcement because of racial identity, sex recorded at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

School staff shall not enforce the school’s dress code more strictly for some students than other students.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:

- Kneeling or bending over to check attire fit
- Measuring straps or skirt length
- Asking students to account for their attire in the classroom or in hallways in front of others
- Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others
- Accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Student athletic apparel will be defined by safety and competitive performance standards.

Personal Electronic Devices

All electronic devices not provided by the school may be used at the discretion of each individual instructor/associate but not for personal use during teaching time.

Phones may be used during passing time and lunchtime with appropriate digital citizenship. The school district will not be responsible for lost or stolen cell phone/electronic devices.

The first time a cell phone or other electronic device is taken from a student for improper use, it will be returned to the student at the end of the school day. Violation of this rule can result in consequences including, but not limited to:

Loss of school privileges, detention, in-school suspension, out-of-school suspension, or application of the Good Conduct Rule penalties, or in severe cases, taken before the Board for purposes of expulsion.

- 1st Offense: Confiscation of device plus verbal warning.
- 2nd Offense: Confiscation of device. Parent will be contacted.
- 3rd Offense: Confiscation of device. Parent will be contacted. The student will be required to check in/out device to the school office for three (3) consecutive school days.
- 4th Offense: Confiscation of device. Parent/Guardian will be contacted. The student will be required to check in/out device to the high school office for five (5) consecutive school days.

****Consequences for additional offenses will be determined by building administration.**

**NO ELECTRONIC DEVICE MAY BE USED IN A LOCKER ROOM OR
RESTROOM AT ANY TIME!**

Vandalism (Board Policy 502.2)

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

Students are also expected to treat the property of other students in a respectful manner. Students found to have destroyed or otherwise harmed

other students' property are subject to disciplinary actions. They may also be referred to local law enforcement authorities.

Student Expression & Publications (Board Policy 502.3R1)

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community.

LIMITATIONS TO STUDENT EXPRESSION

- No student will express, publish or distribute publication material which is:
 - obscene;
 - libelous;
 - slanderous; or
 - encourages students to:
 - commit unlawful acts;
 - violate lawful school regulations;
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - disrupt or interfere with the education program;
 - interrupt the maintenance of a disciplined atmosphere; or
 - infringe on the rights of others.

STUDENT PUBLICATIONS

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

APPEAL PROCEDURE

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in Board Policy 213.1. Students who believe their freedom of expression in a student-produced official school

publication has been restricted will follow the grievance procedure outlined in this handbook or in Board Policy 502.4.

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.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. 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, dangerous objects or look-alikes will be reported to law enforcement officials, and students will be subject to disciplinary action, including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. 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, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy.

Smoking, Drinking, Drugs (Board Policy 502.7)

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, nicotine, or other controlled substances. Likewise, the board prohibits "look alike" substances that appear to be tobacco, nicotine, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school

environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products [nicotine] for those under the age of twenty-one (21), may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If a student fails to satisfactorily complete such a program, the student may be subject to discipline, including suspension or expulsion.

Use of Motor Vehicles (Board Policy 502.10)

All students that bring a vehicle to school and park on school property must register their vehicle with the office for easier identification. For the safety of all, students are expected to drive courteously and carefully on and around the school grounds. Driving to school is a privilege, not a right, and any abuse of the privilege may result in the loss of such privileges.

The following govern driving to school:

- Students are not to park in the west or south hard-surfaced staff-visitor parking lots during school hours.
- All students are expected to park in an appropriate manner regardless of the parking lot or weather conditions.
- Motorcycles and mopeds are to be parked in the northwest corner of the staff parking lot.
- Any student driver who is observed driving carelessly or recklessly on the school grounds will be disciplined, including possible involvement with local law enforcement officials.
- Students should get permission from the office if it is necessary to go to their cars during the school day. Students may be escorted to their vehicles by appropriate school personnel.
- No student cars are to be parked in the front drive or behind the building.
- Students are asked not to loiter in the parking lot before and after school.
- In order to offer parking for the patrons of our EVENING AND NIGHT-TIME activities, students who are participants in these activities are asked to follow these guidelines:
 - During the fall and winter seasons, student participants are to park in the back gravel lot for their scheduled activity.
 - During the spring and summer seasons, students are to park

in the west staff-visitor parking, in front of the school, or in the regular student parking areas.

Consequences: Failure to follow the above mentioned expectations may result in either a warning, loss of privileges, having to park off school grounds, or having their car towed at the owner's expense.

Assault Against an Employee (Board Policy 503.1)

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault.

Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

District Response to a Threat or Incident of Violence by a Student - Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete

an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following:

an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

Fighting / Physical Aggression

Students who choose to fight will be suspended from school and a complaint with law enforcement may be filed. A student may be recommended to the Board of Education for expulsion if the administration deems it appropriate. Students are expected to walk away from situations which could develop into a physical confrontation. A student who has an opportunity to walk away from a situation but chooses to stay and get involved in the fight will be held as responsible for the fight as the person who instigated the disagreement.

Inappropriate Language or Gestures

Students may not use abusive language, profanity, or obscene gestures or language. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so all may be safe within the school environment.

Insubordination / Disrespect

Students are to respond promptly to the directions and reasonable requests of staff members and to act respectfully toward staff members at all times. Refusal to do so, or inappropriately questioning an adult, is considered a breach of student expectations.

Classroom Disruptions

Refusal to follow appropriate classroom behavior as prescribed by each classroom teacher or supervisor. Examples include:

Disruptions	Substantial Disruptions
<ul style="list-style-type: none"> • Unnecessary talking out of turn/interrupting • Making unnecessary noises • Being out of seat or area without permission • Sitting on top of tables • Throwing paper or other small objects 	<ul style="list-style-type: none"> • Repeated or excessive unnecessary talking or noises • Leaving room without permission • Making a threat that causes a disruption • Creating false alarms

Theft

A person commits theft when the person does any of the following:

- Taking or hiding another's property.
- Refusing to return a "borrowed" item.
- Uses school funds, equipment, or materials for purposes not reasonably related to school functions or school-sponsored educational activities.
- Commits any act that is declared to be theft by any provision of the Code of Iowa.

Harassment, Bullying, Hazing, Initiations (Board Policy 104)

The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the Ogden Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

"Harassment" and "Bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which

creates an objectively hostile school environment that meets one or more of the following conditions:

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

More information on bullying and harassment can be found in the School Board Policies section of this handbook.

Retaliation Prohibited

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.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Imbalance of Power & Repetition

According to the Iowa Department of Education, "bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:"

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Public Displays of Affection

It will be a violation of conduct for students to demonstrate overt displays of affection at school or school activities, at home or away. Public acts of affection are not appropriate for the educational environment and will not be tolerated. This includes prolonged embraces, kissing, fondling, or other inappropriate physical contact.

ACTIVITIES

Students are urged to participate in a wide variety of the extracurricular/co-curricular activities that interest them. Extracurricular is defined as any activity where the student represents the school district outside the classroom. Co-curricular is defined as any activity that is an extension of the classroom and may or may not be graded by a teacher. Examples of co-curricular may be FFA, TAG, Spanish trip, or other programs of this nature. In order to take advantage of extra learning opportunities, students should plan their activity schedule carefully.

Activities will be scheduled during the day or after school at times convenient to the group and its advisor. Students who remain in the building after school hours should have supervision from school personnel.

Individual sponsors or coaches may impose rules in addition to those contained in this handbook. A student's privilege of participation may be suspended or canceled for violating a coach's or sponsor's rules as well as for violating school district policies, rules, or regulations. Parents and students will be notified by the coach, director, sponsor, or OCSD Activities Director prior to any suspension or expulsion from activities.

STUDENT ACTIVITY PROGRAM

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

Students will have an opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent unless they involve unusual travel expenses, in which case the board will take action. The events must not disrupt the education program or other school district operations. A high school student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season. However, it may not be the same sport that is in season for the IHSA or IGHSU

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES

Eligibility will be based upon each grading quarter. Students must have passed all courses taken to be eligible for the next grading period. More

information regarding student activities can be found in the Activities Handbook on the District website.

TECHNOLOGY - ACCEPTABLE USE

We are pleased to offer students of the Ogden Community School District access to the district network and the Internet. To gain access to the Internet, all students must sign and return the student Internet AUP (acceptable use policy) during Online Registration. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to individuals from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Ogden Community School District supports and respects each family's right to decide whether or not to apply for access.

DISTRICT INTERNET RULES

Ogden Middle/High School is a 1:1 technology school and all 6-12 students have been provided a Chromebook. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for individuals to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer network are responsible for their behavior and communications over the networks. Users will comply with district standards and will honor the agreements they have signed. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on the district servers will always be private.

VIOLATIONS

Violations will result in a loss of independent Internet access, as well as other disciplinary or legal action. Parents and the building principal will be notified when a student's privileges are revoked. Violations will be handled on a case-by-case basis. Access privileges will be reinstated at the discretion of the District Technology Committee or their designee. Internet

access privileges can also be temporarily denied at the discretion of the building administrator.

TECHNOLOGY FINES

As with any district property issued to students, Iowa Statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Reimbursement may not exceed the actual cost to repair or replace the device.

Fines will be assessed at the discretion of building administration according to the following schedule:

Technology Fine Schedule		
1st Offense (50% of Repair Cost)	2nd Offense (75% of Repair Cost)	3rd Offense (100% of Repair Cost)

Fines will not be assessed for manufacturer defaults or incidental damage resulting from normal wear and tear (ie. minor cosmetic marks)

Full Responsible Use of Technology and Laptop Policy can be found on the school website at: www.ogdenschools.org/district/technology/

SUMMARY OF CONSEQUENCES - DISCIPLINE MATRIX

Tardies are accumulated on a per-class, per-semester basis.

Tardy	1st & 2nd Occurance	3rd - 5th Occurrence	6th and Subsequent Occurrence
	Warning	15 minute detention	30 minute detention

Unexcused Absence	30 minute detention for each class period missed that is found to be in the student's control. Further discipline for repeated occurrences will be determined during a parent meeting and placed on an Attendance Improvement Plan.
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Excessive Absences	A letter will be sent to the parents and the County Attorney and/or the Department of Human Services regarding excessive absences (20 total absences or, 10 unexcused) from school. For high school students 10 total absences in a semester for a single class will prompt an attendance review by the committee. The student will be placed on an attendance contract and may lose credit for the class if the terms of the contract are violated.
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Violation of technology usage	Level 1	Inappropriate websites such as gaming, social media sites, etc.	Warning and parent contact.
	Level 2	Repeated level 1 behaviors, cheating, academic dishonesty, copyright violations, etc.	Restriction to school day use and/or restriction to use only in the classroom under direct teacher supervision. Detention and parent contact and/or meeting. Other consequences as outlined in the Academic Dishonesty section when applicable.
	Level 3	Repeated level 2 behaviors, bullying, illegal activity, explicit material, nudity, hate speech, etc.	Complete prohibition of use of any computer, device, or network at any time. Suspension.

Academic Dishonesty	Determined by the classroom teacher. Potential loss of credit or failure of the class. This could also result in ineligibility and/or removal from a group or organization.
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Dress Code Violation	1st Offense	2nd Offense	3rd and Subsequent Offense
	The student is asked to cover up, change, or turn in the inappropriate item.	The student is asked to cover up, change, or turn in the inappropriate item and parents are notified.	Student will serve an ISS.
	If at any time a student refuses to follow these directions the student will immediately receive an ISS.		

Electronic Devices Violation	Interruption to the Learning Environment	Determined by the classroom teacher. May be confiscated for the class period or given to the office for the school day.
	Usage During an Assessment	Determined by the classroom teacher. Potential loss of credit or failure of the class.
	Unwanted Photos, Videos, or Recordings	A cell phone use contract will be created. Detention, suspension or recommendation for expulsion depending on severity.
	Bullying/Harassment	A cell phone use contract will be created. Suspension or recommendation for expulsion depending on severity.
	If a student fails to comply with a staff request to yield possession of a device, or fails to comply with restricted use consequences the student will immediately be placed in ISS.	

Vandalism	Intentionally causing damage to property that results in a small amount of time and/or money used.	Detention
	Intentionally causing damage to property that causes a significant amount of lost time and/or money. Repeated low-level vandalism.	Up to 3 days Suspension
	Intentionally causing damage to property using dangerous means. Repeated incidents of significant vandalism.	Recommendation for Expulsion
	Tampering with someone's property so as to endanger that person or their property.	Detention

	The vandalism resulted in a substantial disruption to the school.	Recommendation for Expulsion
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Student Expression Violation	Any expression by a student that is obscene, libelous, slanderous, or encourages students to: commit unlawful acts, violate lawful school regulations, cause the material and substantial disruption of the orderly and efficient operation of the school or school activity, disrupt or interfere with the education program, interrupt the maintenance of a disciplined atmosphere, or infringe on the rights of others.	Detention, suspension, or recommendation for expulsion depending on the severity
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Offenses related to Weapons will be counted for the entirety of your middle school or high school career.

Weapons	Possession of weapons, dangerous objects or look-a-likes.	Suspension or recommendation for expulsion depending on the severity
	Students threatening others with the use of weapons or look-alikes.	Recommendation for Expulsion
	Students bringing firearms to school or knowingly possessing firearms at school.	Recommendation for Expulsion
	The superintendent has the authority to recommend the expulsion requirement be modified for students on a case-by-case basis.	
	Possession of weapons will be reported to law enforcement officials.	

Offenses related to Smoking, Drinking, and Drugs will be counted for the entirety of your middle school or high school career.

Smoking, Drinking, Drugs	Possession or use of tobacco, vaping-type device, alternative nicotine products or alcohol or being under the influence of tobacco or alcohol.	1st Offense: 2 Day ISS 2nd Offense: 3 Day OSS 3rd Offense: 5 Day OSS 4th Offense: Recommendation for Expulsion
	Distributing nicotine or alcohol.	1st Offense: 3 Day ISS 2nd Offense: 5 Day OSS 3rd Offense: Recommendation for Expulsion
	Possession or distribution of a controlled substance (illegal or prescription drugs, etc).	Recommendation for Expulsion
	Students may be referred to the counselor who will determine the amount of time and work needed. This may include referral to a substance abuse program.	
	Possession, use or being under the influence of nicotine, alcohol, and/or controlled substances will be reported to law enforcement officials.	

Inappropriate Use of Motor Vehicle	1st Offense	2nd Offense	3rd and Subsequent Offense
	Warning	Detention	Suspension
	Students may be asked to correct parking violations. If the student refuses, they will receive an ISS and the police will be called to ticket the violation. Driving privileges may be revoked for repeated violations of speeding, reckless driving, or parking violations.		

Assault Against an Employee	A student who commits an assault against an employee on school grounds or during a school activity.	Indefinite OSS. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion.
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Offenses related to threats of violence, fighting, or physical aggression will be counted for the entirety of your middle school or high school career.

Threats of Violence/ Fighting/ Physical Aggression	Level 1	<ul style="list-style-type: none"> - Mild unnecessary physical contact of any kind (pushing, shoving, bumping, play fighting, mild body contact, etc.) - Invading personal space purposefully - Threat that is considered to be transient 	Parent Guardian Notification/ Detention IEP Meeting if Appropriate
	Level 2	<ul style="list-style-type: none"> - Repeated level 1 behaviors - Physical aggression involving a strike of any kind with or without injury (punch, hit, slap, kick, biting, spitting, etc) - Throwing any object with intent to injure, resulting in injury or property damage - Closing someone in a locker or closet - Threat that is considered to be substantive 	Parent Guardian Notification/ Suspension IEP Meeting if Appropriate 1st 3-5 Day OSS 2nd 5 Day OSS 3rd Recommended Expulsion
	Level 3	<ul style="list-style-type: none"> - Repeated level 2 behaviors - Very serious substantive threat or act of violence 	Parent Guardian Notification/IEP Meeting if Appropriate Recommendation for Expulsion

Inappropriate Language or Gestures		Infrequent Violations	Frequent Violations
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	<ul style="list-style-type: none"> - Use of milder inappropriate words - Profanity that is not directed but "slips out" - Unintended hurtful words (shows remorse) - Using non-verbal profanity or gestures - Sexual words or innuendo 	Warning	Detention
	<ul style="list-style-type: none"> - Using profane language, gestures, or actions purposefully or directly at a specific person - Repeated or gross use of inappropriate or sexual words, non-verbal gestures, or actions - Disparaging comments regarding race, sexuality or gender 	Detention	Suspension

Insubordination	<ul style="list-style-type: none"> - Refusing to follow directions or comply with adult request - insubordination - Inappropriately questioning an adult 	Up to 3 days suspension
	<ul style="list-style-type: none"> - Repeated or continuous refusal to follow directions or comply with adult request - gross insubordination - Arguing with an adult 	Up to 10 days suspension or recommendation for expulsion

Classroom Disruptions Referred to Office	1st Offense	2nd Offense	3rd and Subsequent Offense
	Detention	Detention or 1 day ISS	Up to 3 days ISS
	Substantial disruptions could result in up to 10 days suspension or recommendation for expulsion.		

Theft	1st Offense	2nd Offense	Repeated Offenses or Of Significant Monetary Value
	Up to 1 day ISS	Up to 3 days ISS	Up to 10 days suspension or recommendation for expulsion
	These infractions may be reported to law enforcement officials.		

Offenses related to Bullying and Harrassment will be counted for the entirety of your middle school or high school career.

Bullying & Harassment Includes Racial and Sexual Harassment	1st Offense	2nd Offense	3rd Offense
	Counselor mediation and Parent/Administrator Conference.	Up to 5 days suspension. Possible recommendation to board for expulsion.	Up to 10 days suspension. Possible recommendation to board for expulsion.
	These infractions may be reported to law enforcement officials.		

Public Displays of Affection	1st Offense	2nd Offense	3rd Offense
	Warning	Detention	Suspension
	Additional infractions will turn into insubordination.		

Good Conduct Rule Violation (Activities Suspension)	The student Good Conduct Rule is addressed specifically in the Ogden Activities Handbook and falls under the jurisdiction of the Activities Director. All disciplinary actions are authorized under Board Policy 503.4.
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LIBRARY / STUDY HALL GUIDELINES

- The study hall supervisor will assign seats.
- All students need to be in the study hall when the 2nd bell rings. If you are not, you will be considered tardy.
- Those with a written pass may sign out after attendance is taken.
- Study hall is a place to study. You are to be seated and studying quietly.
- Students wishing to work in small groups may ask the supervisor for permission.

Middle School Study Hall Guidelines and Procedures

BUS-RIDING REGULATIONS

Students riding school buses are expected to follow the regulations set in this handbook for school behavior as well as those set by the bus driver of his/her bus. Failure to comply may result in the student not being allowed to ride the bus for a period of time.

Bus Rider Rules and Expectations

In order to provide safe transportation for all students riding school vehicles, students must conduct themselves in a responsible manner at all times. The administration shall adopt rules for conduct on school vehicles. The rules shall include, but are not limited to, the following expected behaviors:

- Students are to enter and leave the vehicle in an orderly fashion
- Students are to be courteous and avoid actions that distract the driver;
- Students are to remain seated while the vehicle is in motion;
- Students are to exercise proper care so as to avoid damage or destruction of the vehicle;
- Aisles are to remain clear;
- No objects or arms or other body parts are to protrude through the windows;

If your student is involved in a discipline problem you will be informed by phone and he or she will bring you a form letter from the bus driver. The first note is a warning notice. The second note will bring with it a two (2) day suspension from riding the bus. The third will mean a five (5) day suspension of riding privileges. The fourth note may result in being

suspended from bus riding privileges for up to the balance of the school year and may carry over into the upcoming school year. If the first offense, or any offense, is so serious as to put other students' safety in jeopardy, transportation privileges may be suspended for the violation without a warning. During a period of suspension of bus riding privileges, it will be the responsibility of the parent to provide or arrange for the daily transportation of their student to and from school.

SAFETY AND WELL-BEING

Tornado

In the event of a tornado drill or warning, a staff member will use the intercom to inform all of the situation. Staff will then instruct students where to seek shelter, which is posted in each room. The safest body position is to be in a crouch position with hands covering the head.

- A verbal announcement over the intercom system will be followed by the direction to seek shelter in the assigned area for your classroom..
- All students proceed as directed by the teacher to the designated shelter area identified on the map posted in the classroom.
- Remain until the "All Clear" announcement is made.

Evacuation

In the event of an evacuation, a staff member will use the intercom to inform all of the situation. Students should follow teacher instructions for evacuation and exit the building. Students should congregate at the designated location where staff will take attendance of their students.

Fire

In the event of a fire drill or alarm, the fire alarm will sound throughout the building. Staff will then instruct students where to exit the building and congregate, which is posted in each room. Staff will take attendance of their students at the gathering point.

- Go quickly as directed by the teacher to the designated exit identified on the map posted in the classroom.
- Remain there until the all clear is given.
- Assume that all drills or alarms are the real thing.

Inclement Weather

When inclement weather forces a cancellation, a late start, or an early dismissal of classes, school patrons will be notified via the Infinite Campus Messenger system by text message, phone call, and/or email, based on the

preferences selected by the parent in their personal account setup. We also notify television stations WOI (Ch5), KCCI (Ch8), WHO (Ch13), and we notify KWBG radio (AM 1590 FM 101.5)

LEGAL NOTICES

Annual Notice of Nondiscrimination

The Ogden Community School District offers career and technical programs in the following areas of study:

Agricultural Education

Business Education

Manufacturing Education

Family and Consumer Sciences Education

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, Equity Coordinator 732 W. Division Street, Ogden, IA, 515-275-4034, maury.ruble@ogden.k12.ia.us

Section 504 - Student and Parental Rights

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 up
- 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.

Discrimination Grievance Procedures

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 Middle & High School, 732 W. Division St., Ogden, IA 50212, 515-275-2894, maury.ruble@ogden.k12.ia.us.

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.

Search And Seizure

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. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco/nicotine, weapons, explosives, poisons and stolen property. 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. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school

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

BOARD POLICIES - 500 Series (Students)

- [501.1 - Resident Students](#)
- [501.2 - Nonresident Students](#)
- [501.3 - Compulsory Attendance](#)
- [501.4 - Entrance - Admissions](#)
- [501.5 - Attendance Center Assignment](#)
- [501.6 - Student Transfers In](#)
- [501.7 - Student Transfers Out or Withdrawals](#)
- [501.8 - Student Attendance Records](#)
- [501.9 - Student Absences - Excused](#)
- [501.9E1 - Request for Remote Learning Form](#)
- [501.10 - Truancy - Excused Absences](#)
- [501.11 - Student Release During School Hours](#)
- [501.13 - Students of Legal Age](#)
- [501.14 - Open Enrollment Transfers - Procedures as a Sending District](#)
- [501.15 - Open Enrollment Transfers - Procedures as a Receiving District](#)
- [501.16 - Homeless Children and Youth](#)
- [502.1 - Student Appearance](#)
- [502.2 - Care of School Property/Vandalism](#)
- [502.3 - Student Expression](#)
- [502.3R1 - Student Expression and Student Publications Code](#)
- [502.4 - Student Complaints and Grievances](#)
- [502.5 - Student Lockers](#)
- [502.6 - Weapons](#)
- [502.7 - Smoking - Drinking - Drugs](#)
- [502.8 - Search and Seizure](#)
- [502.8R1 - Search and Seizure Regulation](#)
- [502.8E1 - Search and Seizure Checklist](#)
- [502.9 - Interviews of Students by Outside Agencies](#)
- [502.10 - Use of Motor Vehicles](#)
- [503.1 - Student Conduct](#)
- [503.1R1 - Student Suspension](#)
- [503.2 - Expulsion](#)
- [503.3 - Fines - Fees - Charges](#)
- [503.3R1 - Student Fee Waiver and Reduction Procedures](#)
- [503.3E1 - Standard Fee Waiver Application](#)
- [503.4 - Good Conduct Rule](#)
- [503.5 - Corporal Punishment](#)
- [503.6 - Physical Restraint and Seclusion of Students](#)
- [503.6R1 - Use of Physical Restraint and Seclusion with Students](#)
- [503.6E1 - Use of Physical Restraint and/or Seclusion Documentation Form](#)
- [503.6E2 - Debriefing Letter to Guardian of Student Involved in an Occurrence Where Physical Restraint and/or Seclusion was Used](#)

- [503.6E3 - Debriefing Meeting Document](#)
- [504.1 - Student Council](#)
- [504.2 - Student Organizations](#)
- [504.4 - Student Performances](#)
- [504.5 - Student Fund Raising](#)
- [504.5R1 - Student Fundraising- Regulation](#)
- [504.6 - Student Activity Program](#)
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