

OSAGE HIGH SCHOOL STUDENT HANDBOOK

2008-2009

**Osage Community School
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WELCOME

The students, faculty, and administration extend to you a sincere welcome. We hope that you have many happy and worthwhile experiences at Osage High School.

P.R.I.D.E.

PARTICIPATION, RESPONSIBILITY, INTEGRITY, DETERMINATION, EXCELLENCE

All of our students are proud of Osage High School. This is a feeling that has been established not by a single student, but by the entire student body, and has become a part of the proud tradition of our school. Pride builds school morale, and this is displayed in one's conduct in and out of school. Conduct in the halls before and after school as well as between periods and a pleasant and profitable study hall or class has a spirit of cooperation and respect between and students and teacher. Good sportsmanship is a matter of attitude rather than rules. The spirit of pride and fair play should govern the spectators as well as the players and coaches. All of these factors help to make our high school one of the outstanding schools in the state-and we are proud to say that!

EACH STUDENT HAS A RESPONSIBILITY

- * To observe the constitutional rights of other individuals whether they are students, parents, teachers, school officials, or other participants in the educational process.
- * To be informed of, and adhere to, rules and regulations established by the Board of Education and implemented by school administration and teachers for the welfare and safety of all students.
- * To recognize individual and cultural differences and work to acquire knowledge as to how to use those differences for the improvement of society.
- * To maintain the best possible level of academic achievement.
- * To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- * To preserve school property, exercise care while using school facilities, and help maintain and improve the school environment.

GRADUATION REQUIREMENTS AND PROMOTION POLICY

Students who have successfully completed grades 9 through 12 shall be granted diplomas. Attendance at commencement exercises is optional. The Board of Directors may exclude student from participation for violation of rules established for the orderly governance of the school.

- 1) Forty-four (44) credits are required for the class of 2009 for graduation. Forty-eight (48) credits are required for the class of 2010 and fifty-two (52) credits for the class of 2011 from the Osage Community High School. Beginning with the class of 2012, a minimum of fifty-six credits is required for graduation. A credit is granted for satisfactory completion of work in a subject for which classes meet five periods per week for the semester.
- 2) Every student in grades 9 through 12 is required to carry fourteen (14) credits per year, one of which must be physical education. Students in grades 11 and 12 who carry eight credits per semester may have physical education waived.
- 3) Full credit toward graduation will be granted for satisfactory completion of one semester of work in any subject. However, it must be understood by the student and his/her parents that many colleges will refuse to accept a single semester credit in Physics, Chemistry, Foreign Language, and other similar subjects.
- 4) The following credits for the specified subjects must be earned by a student before he/she shall be approved for graduation from the Osage Community High School:

ACADEMIC CLASS REQUIREMENTS for Grades 9 through 12:

<u>Class of 2011</u>	<u>Classes of 2009, 2010</u>	<u>Class of 2012</u>
Four (4) credits of Phy. Ed.	Four (4) credits of Phy. Ed	(4) credits of Phy. Ed
Six (6) credits of Social Studies	Six (6) credits of Social Studies	(6) credits of Soc. Studies
Eight (8) credits of English	Seven (7) credits of English	(7) Credits of English
Six (6) credits of Natural Science	Four (4) credits of Natural Science	(4) credits of Nature Science
Six (6) credits of Mathematics	Four (4) credits of Mathematics	(4) credits of Mathematics Office 2003

The required courses of study will be reviewed by the board annually. Required classes include:
English ~ English 9, English 10, Composition I, and one of the following American Lit, World Lit, Themes in Lit.

Science ~ Physical Science, Biology

Social Studies ~ U.S. History, World Studies, Government, and one of the following - Economics, Psychology, Sociology

Math ~ 4 or 6 credits are required from any of the offered math courses, depending on your year of graduation.

GRADE MEMBERSHIP

When you enter high school from 8th grade, you will be a member of the freshmen (9th grade) class.

You will be promoted at the end of that year to sophomore (10th grade) provided that you have earned 11 or more high school credits.

You will be promoted at the end of the next year to junior (11th grade) provided you have earned 22 or more high school credits.

You will be promoted at the end of that year to senior (12th grade) provided you have earned 33 credits or more high school credits.

REGISTRATION INFORMATION AND DROPPING SUBJECTS

No students will be allowed to make a course change without special permission from the teacher and the administration . No changes will be allowed after the first two days of the semester.

Students dropping a subject will receive a failing grade for that semester in that subject. Consideration will be given to those students who are compelled to drop out because of serious illness or some other special reason.

GOOD CONDUCT

The student and the school are judged by the participant's character and conduct at all times.

1. Promptness to school and classes is important. Students must be in their seats or in the room, as each teacher wishes. The teacher dismisses the class.
2. Study hall is a classroom; conduct which is appropriate for learning is needed.
3. Hallway conduct of students is typically the basis used by visitors to evaluate the entire school. Students are expected to demonstrate mature behavior in accordance with general conduct guidelines that they have been asked to observe since kindergarten. Running, boisterous behavior, abrasive language, and inappropriate displays of affection are all considered unacceptable in the hallways. Students must "keep to the right" and will not gather in groups that hinder the flow of traffic in the hallways. Inappropriate language in hallways will not be tolerated.
4. Students are required to be in the lunchroom during their assigned lunch, unless they have a pass from a staff member to be somewhere else. **Osage Community Schools does not have an open campus.**
5. Students should leave the school building after dismissal unless under the supervision of a teacher. They should not loiter in the halls during class time or during lunch time.

DISCIPLINE POLICY STATEMENT

The principal reserves the right to discipline serious or harmful situations on an individual basis and will contact the parents immediately on the first violation. Parents will be notified either by a phone call or by a referral sent home. In some cases a school conference will be set up. If possible, students will be notified immediately. Authorities may be notified in some situations.

The following are the penalties that will be used for disciplinary measures. All infractions will start at one level. Subsequent infractions will move up to the next level. The administration always determines what is appropriate for the situation. **An infraction starting at any level may start at a higher level when appropriate.**

- 1) Conference (The teacher and student should both be included whenever possible)
- 2) 30 minutes detention
- 3) 60 minutes detention
- 4) Saturday school
- 5) One day suspension
- 6) Three days suspension
- 7) Five days suspension
- 8) Ten days suspension
- 9) Alternative school or
- 10) Expulsion

In addition to the all of the above, a student may also be:

- * Removed from class
- * Referral to Superintendent
- * Referral to School Board

:

A. **Late (tardy) to class (in a term).** Any time a student is late to first period, this time will be made up with the classroom teacher, unless the teacher wants to turn this over to the Principal.

1. When you receive your **fifth** tardy for a quarter, you must serve 30 minutes of detention before or after school.
2. When you receive your **ninth** tardy for the quarter, you must serve 60 minutes of detention before or after school.
3. When you receive your **thirteenth** tardy for the quarter, you must serve one Saturday suspension.

B. **Sent to office by teacher for disciplinary reason.** Student will spend the rest of the class period in the principal's office.

1. **First time from class:** The principal will discipline the case, the student will report to the teacher for make-up work, and will serve detention time with the teacher.
2. **Second time from the same class:** The student will report to the principal for disciplinary action and the student will be assigned one 60 minute detention.
3. **Third time from the same class:** This will result in automatic expulsion from the class for the remainder of the term and no credit will be given for the subject.

C. Driving on school grounds or within sight of school grounds in an irresponsible and careless manner.

Start at step one

(Students may lose the privilege of driving to school if situation warrants such action.)

D. Unacceptable behavior in the lunchroom, lunch line, and halls during noon break.

1. Start at step two
2. Step three and will not be permitted to eat lunch in the lunch room for five school days.
3. Will not be permitted to eat lunch in the lunch room for fifteen school days.
4. Will not be permitted to eat in the lunch room for fifteen days and assigned a Saturday suspension.
5. Will not be permitted to eat in the lunchroom for the remainder of the school year and a one day suspension.

E. Public display of affection. (Inappropriate showing of affection)

Start at step one

G. Unauthorized use of cell phone during school day.

Start at step one

H. Harassment/Bullying

1. First offense- Start at step one – Verbal warning by staff or other adult.
2. Second offense - Intervention meeting with student, counselor and/or administrator. Parent contacted.
3. Third offense - Step five – Saturday school, meeting with parent.
4. Four offense - Step seven – Five day out of school suspension.

I. Foul language or boisterous behavior on school property or at any home or away school event.

Start at step two

J. Being in cars during school day without permission.

Start at step two

K. Missing a detention assigned by teacher or administrator.

Start at step two

L. Failure or refusal to report to the office when sent by a teacher.

Start at step four

M. Insubordination toward the superintendent, principal, or school employees.

Start at step six

N. Unexcused absence. No note or phone call from parents/guardians when student returns to school.

Start at step four

O. Fighting in school, on school property, or at school activities.

Start at step four or greater

P. Deliberate destruction or defacement of school property.

Start at step four plus restitution

Q. Possession or use of tobacco products on school property or at a school activity.

Start at step four

R. Pulling fire alarms

Start at step four plus possible charges filed

S. Possession or use of alcohol on any school property.

Start at step four plus possible charges filed

T. If you miss or do not show for a Saturday suspension or you are asked to leave.

Start at step five

U. Theft of school or personal property.

Start at step five plus restitution. Charges filed

V. Assaulting or insulting a school district employee on or off school property.

Start at step six

W. Possession or use of firearms, ammunition, or any other harmful weapons at school or at a school sponsored activity.

Start at Step eight, nine or ten

X. Possession of illegal drugs or other illegal non-prescription controlled substance.

Start at step eight, nine or ten

IN OR OUT-OF-SCHOOL SUSPENSION AND SATURDAY SCHOOL

The Osage School administration has the right to suspend students from classes. Suspension may be either to a Saturday school, in-school, or out-of-school depending on the seriousness of the situation.

1. Saturday school classes will be held for students who require disciplinary action which is severe enough for a suspension. Saturday classes will be held from 8:00 to 11:00 a.m..
2. In this program, the students will be required to have assignments to work on during each session. They will be working under the supervision of certified personnel who can provide tutoring if needed.
3. Saturday school suspensions will be held as needed.
4. Supervising teachers for this program will be selected from the regular faculty on a voluntary basis or from other certified people in our area.
5. Students will not be allowed to attend or participate in school activities for the time of their suspension. They may participate on a Saturday after 11:00 a.m..
6. If a student is suspended, the days he/she will be held out of activities will begin the day the suspension is determined.
7. Parents will be responsible for bringing and picking students up from Saturday school classes.
8. Parents will receive letters informing them of the suspension and the dates for the Saturday classes.
9. No sleeping, no talking, no music, no TVs, etc. If you do violate these rules you will be assigned an additional Saturday.
10. If you are late, you will be denied admission.

Students may be suspended from classes for serious or repeated breach of discipline for a period not to exceed ten (10) days. Parents will be notified of suspensions. Students are responsible for handing in assignments when their suspension ends. Their assignments are due the first day back.

While a student is suspended he/she may not participate in extra-curricular events during the time of the suspension. They will be required to attend practices.

In the event of an apparent breach of discipline so aggravated that in the opinion of the building principal expulsion of a student might be considered, the principal may suspend a student for a length of time as may be necessary to determine whether the student should be expelled. In such a case, the principal should arrange a conference with the pupil and his or her parents or guardian to consider whether or not the pupil has been guilty of a breach of discipline so aggravated that the matter should be submitted to the Board of Directors to consider the expulsion of the student from the school.

Expulsion from school may be imposed by the Board of Education. Board expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with pupil misconduct.

Authority to Suspend: In accordance with Section 282.4 of the Iowa Code, the Osage Community School District Board of Directors confers upon the principal and/or superintendent the power, temporarily, to dismiss a student from the Osage Community Schools, notice of such dismissal being at once given in writing to the president of the Board of Education. It is further adopted that the Osage Board of Directors may suspend or expel any student for violation of such rules on the school premises or at any approved school activity. In-school and out-of-school suspensions may be handled by an outside agency.

PHYSICAL RESTRAINT

Restraint is considered an act of controlling actions of a pupil when the pupil's actions may inflict harm to him or to others and is not considered physical punishment. The teachers and administrators must feel free to use whatever reasonable means of physical restraint are appropriate at the moment, if it is necessary, to prevent a pupil from harming himself or others.

STUDENT TO STUDENT HARASSMENT

Harassment on the basis of race, color, religion, national origin, sex, disability, age, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when any of these are discovered. Harassment may include unwelcome sexual advances, requests for sexual favors, including but not limited to:

- verbal, text messaging, physical, or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- implied or explicit threats concerning one's grades, job, etc;
- demeaning jokes, stories, or activities;

Harassment and abuse are violations of Osage School District policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. The above list is not meant to be all-inclusive.

BULLYING

Osage schools prohibit any acts of bullying against students, teachers and support staff. All students are protected by policy 104 of the school code. Policy 104 protects all students from all forms of harassment including but not limited to race, religion, physical disability and sexual orientation (GLTB).

If you have any questions or concerns pertaining to bullying of your student during the school year, contact the administration office of the building your student attends.

DISCIPLINE

Breach of discipline is any conduct of students which interferes with the maintenance of school discipline. Acts of behavior which tend to conflict with the education program or which are antagonistic to the welfare of other students which cannot be tolerated. Insubordination and gross misbehavior are incompatible with good citizenship and good government. Breaches of discipline may include, but are not limited to the following:

- A) Any action which disrupts a class or study hall
- B) Bully-type behavior in which one student hurts another student
- C) Open defiance involving refusal to conform to the rules & regulations, profane and obscene language, loud & boisterous conduct which disturbs the orderly, efficient, and disciplined atmosphere & operation of the school, refusal to comply with the request or direction of teachers, administrators or other school personnel.
- D) Willful disobedience or insubordination
- E) Continuous breaking of rules
- F) Physical attack or threats of physical attacks, a physical violence, a threat of physical violence to teachers, students or other personnel
- G) Personal misbehavior, such as extortion, intimidation, or possession of dangerous objects.

DISMISSAL FROM CLASS

The following procedure will be used whenever a teacher finds it necessary to send a student to the principal's office from their room for disciplinary reasons:

First: The student will remain in the office for the remainder of the period. The student must meet with the teacher and principal for a short conference. The student will make arrangements to make up the time missed from class.

Second: All the above. Parents will be notified and a 60 min. detention will be assigned. The student remains out of class until contact is made with the parent.

Third: On a third dismissal from class the student will be dropped from the course for the remainder of the term and receive a failing grade.

PLAGIARISM

Federal copyright laws protect published materials and if you are using them or claim that information as your own either verbally or in writing, you are guilty of plagiarism and breaking the law. Plagiarism also includes finding material on the Internet, and then cutting and pasting that material into your own document or using it for an oral presentation without giving credit to the original source. If any faculty or staff member can prove that a student has plagiarized by finding the original source, that student will be subject to disciplinary action and/or academic penalty as outlined by the teacher and/or administrator.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are given recognition. Awards are: certificate for 7th grade and 8th grade, certificate plus numerals for 9th grade, certificate plus little "O" for 10th grade/JV. Students meeting varsity team requirements receive certificates plus varsity letters and pins.

ACTIVITY TRIPS AND GAME BUSES

Students riding any school buses to school events are expected to return home on the same bus. A student desiring to go home with his/her parents may do so by having the parents go to the supervisor and sign-out. A student may present a written note to the office from his/her parent giving permission for that student to ride home with a sibling or parents of another student. The note must also explain with whom they will be riding. The note must be presented to the office early enough so that it may be approved and signed by the principal and then given to the coach.

ANNOUNCEMENTS AND BULLETINS

Announcements are prepared daily for student and staff communication. It is the student's responsibility to be aware of any announcements that apply to them. Announcements will be posted on the school's website daily.

ATTENDANCE

It shall be the policy of the Osage Community School District to require students to be in regular attendance for an instructional period in accordance with the state policy.

Absences will be handled in the following manner:

1. Any student who is absent part of a day, full day, or longer is to report to the office for an admit slip, allowing the student back into class.
2. Parents are to call the middle school or senior high office on the morning their son or daughter is absent. Students are to bring a note from a parent or guardian stating the reason for the absence. If they forget the note, they are still to get an admit slip which will be marked "unexcused". When the note is brought the next day, the office records will be changed to "excused".
3. The admit slip must be presented to the teacher of each class for assignments.
4. Students who have unexcused absences must make up the time missed and have parents contact the school. A letter will be sent to parents. Students will have one week to make up the time with the teacher(s) whose class(es) were missed. On the second unexcused absence or failure to make up time, the student will do all of the above and be assigned Saturday School. On the third unexcused absence the student will meet with the school board. Failure to comply in any of the above could result in suspension and/or expulsion.
5. Parents should not request that students be excused from school except in the case of an emergency.
6. Any student who writes or presents a false note will be suspended for three days and parents must meet with the principal for reinstatement of student.

Excessive absences will be handled in the following manner (grades 9-12):

1. Students will make up 30 minutes for all absences over four in any class period during a nine week period. Parents/guardians will be notified by letter when students have accumulated five absences in any class period or periods as well as for each additional absence in excess of five.
2. All class period time missed because of excessive absences (exceeding four/quarter) will be made up by students before or after school with the teacher whose class is affected. The time will be arranged by the teacher with the student.
3. Students will have three school days to make up absences (exceeding four). If a student fails to make up the missed time within three days of the excessive absence, the following procedure will be followed:
 - 1) First miss - contact parent plus 30 minutes time.
 - 2) Second miss - parents are contacted plus one day in-school suspension.
 - 3) Third miss - meet with the School Board.

Excessive absence addition:

Excused absences, which will be exempt from the limit of 4 per quarter include:

1. Extended illness or accident which requires extended care. A general rule of thumb is any student absence due to illness, which goes beyond 3 days will only count 3.
2. Recurring illness; any diagnosed illness, disease or condition which causes the student to miss school on a regular basis.
3. Attendance at a school-sponsored & supervised activity when class requirements are made up.
4. Any absence approved exempt by the building principal.

Students, whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

TARDIES

Students not in their proper place at the announced time for school to start will be considered as being tardy to school. Proper place is meant in the study hall, advisor's room, and classroom or in the locker room or gymnasium for physical education or other area designated by the teacher. All students who are tardy to school must get an admit slip to be allowed to remain in class, and must present an excuse from a parent. This should be presented to the principal's office stating the reason for such tardies.

AUTHORITY OF THE STAFF

The principal, administrative staff and teachers of this school are vested with legal public authority. Refusal on the part of the student to respect this authority shall be considered an insubordinate conduct and dealt with as outlined in discipline policy.

BUS REGULATIONS

- 1) When deemed necessary by the principal, town students may be allowed to ride buses. Students must bring a note in advance to the office from parents stating the reason and the date. This also applies to bus students wishing to ride other buses.
- 2) Students must ride school buses to the point of transfer.
- 3) Misconduct on buses shall be cause for losing bus-riding privileges as described in the board policy.

CAFETERIA CONDUCT

In order to maintain the cafeterias as clean, pleasant places to eat and socialize, students are expected to conduct themselves in a decent manner. Any student who disrupts the environment of the cafeteria with belligerent behavior shall be subject to disciplinary action, which may include after-school detention or suspension.

OPEN NIGHT

Open night will be each Wednesday night throughout the school year. School activities will not be scheduled on Wednesday night beyond 6:00 p.m., except those sponsored by state organizations.

DRESS CODE

Osage Community School students are expected to present a personal appearance of neatness and cleanliness. School personnel reserve the right to determine whether or not appearance and attire are appropriate for school. If the appearance and attire in question disrupts and or negatively impacts the educational process, the student will be asked to make an alteration to bring both appearance and attire into compliance with building expectations.

A student that is asked to make alteration to appearance and/or attire is expected to do so without question. Repeat offenders may face disciplinary action, including detention, Saturday school, suspension, or meeting with the Board of Education.

Typical violations in the area of appearance and attire result from immodestly worn apparel and/or inappropriate slogans on clothing. Examples of unacceptable attire include the following:

- * shirts that expose the midriff - no bare stomachs
- * shorts that are too revealing
- * clothing that advertise illegal substances including but not limited to alcohol, tobacco, and illegal drugs.
- * clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.
- * hats, bandanas, head scarves or other such head attire worn during class time (acceptable on designated days only)
- * spaghetti straps or halter tops - all tops must have two straps, one per shoulder - all straps should be at least two fingers wide.

ELIGIBILITY RULES:

Academic rules - Any student who has a failing grade in more than one subject shall be declared ineligible for all activities (athletic and non-athletic). The ineligibility period will be a minimum of 4½ weeks. Grades will be checked at 4½, 9, 13½, and 18 week periods each semester. If after a two week period the student is passing all subjects, their eligibility will be reinstated. Students who do not pass all subjects for the semester will be declared ineligible. The ineligibility period will be 30 calendar days.

EMERGENCY SCHOOL CLOSING

Emergency school closings, delayed school starts, and cancellations will be announced over the following radio stations: AM- KGLO (1300), KRIB (1490), KAUS (1480) and FM- KLSS (106.1), KYTC (102.7), KAUS (100), KLKK (103.7), KIA (93.9), KSMA (98.7), KJCY (95.5). And at the following Internet sites: www.klssradio.com; www.kimt.com; www.kribradio.com; www.ky102.net. If weather conditions make it "unsafe" to transport students, they will not be sent home.

EXPULSION

The board of Education may expel a student for the following reasons: commission of gross or repeated infractions of school rules, when the continued presence of the student will cause substantial interference with the maintenance of the educational environment, the normal operation of the school or for violation of a rule for which such punishment is specifically provided.

2008-09 SCHOOL SCHEDULE

Advisor/Advisee	8:25-8:34
1st period	8:37-9:21
2nd period	9:24-10:08
3rd period	10:11-10:55
4th period	10:58-11:42
	11:45-12:05 - A lunch shift
5 th period	12:05 -12:25-B lunch shift
	12:28-12:51-C lunch shift
6th period	12:54-1:37
7th period	1:40 - 2:23
8th period	2:26-3:10 Bus bell
	3:15 Town Bell

FIRE AND DISASTER (TORNADO DRILLS)

Fire and disaster (Tornado) drills are mandated by the state fire marshal and are conducted throughout the school year.

GUIDANCE

Guidance and counseling services are available for all students to help them solve their educational, vocational, and personal problems. Students are encouraged to visit their guidance counselor to help solve any problems that confront them. The middle school counselor is located in the middle school office and the senior high counselor is located in the counseling center, Rm. 111.

HEARING PROCEDURE

A board decision to expel shall be made only following a hearing and must be by an absolute majority and not merely of those in attendance. (See Board Policy).

INSURANCE

Insurance for school accidents is available to all members of the student body. Participation will be voluntary, with the entire cost to be paid by the student or his/her parents. All students in athletics should be covered by health and accident insurance, either by insurance available through the school or by their family insurance policy. Insurance claim forms will be available in the nurse's office. Accidents must be reported immediately and claims filed as soon as possible.

LIBRARY

The library is available before school from 7:45 until 8:25 a.m. and after school from 3:15 until 4:15 p.m. To use the library during the school day, a student needs a library pass. Students may obtain library passes in study hall from their study hall supervisor or in class from their teacher. All library rules must be followed or a student may lose library privileges.

LOCKERS

Hall lockers are assigned by the principal's office staff and P.E. lockers by the physical education instructors. Students must use their assigned lockers unless they obtain permission to change lockers. All lockers are the property of the school district, not the personal property of the student. They are not storage places for items of a private or personal nature, such as money, valuables, food or pop. Objectionable material may be removed by faculty members. Lockers should be kept clean, orderly, and locked. Do not jam the lockers open.

NONDISCRIMINATORY STATEMENT

It is the policy of the Osage Community School not to discriminate on the basis of race, national origin, creed, age, sex, marital status or physical disability in its educational programs, activities or employment policies as required by law. The Osage Community School has a grievance procedure regarding discrimination.

HARASSMENT/BULLYING

Harassment and bullying of students will not be tolerated in the school district. Harassment and bullying includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment and bullying by students is prohibited. Students whose behavior is found to be in violation of school policy will be subject to the investigation procedure which may result in discipline up to and including, suspension, expulsion, or other appropriate action.

NURSE

The Nurse's office is located adjacent to the Middle School Office. The nurse is available to treat injuries and assist with personal problems. Students that are receiving medication may store it in the nurse's office if it is properly labeled with instructions.

Osage Community High School is pleased to advise you that we have joined a community effort to place Automated External Defibrillator (AED) in our facility. The decision is the result of our desire to make our schools safe for our students, visitors, and employees. We have placed the AED in the High School gym on the south wall. The AED is in an alarmed cabinet. Any student who even opens the cabinet door, activating the alarm, will be issued a nonnegotiable three day suspension from all school activities.

PARKING OF BICYCLES, MOPEDS, MOTORCYCLES, AND CARS

Parking of bicycles, mopeds, motorcycles, and cars is to be in designated areas. Bicycles are to be parked in the racks at the north entrances to the middle and senior high; mopeds of middle school students in the south middle school parking lot; cars, motorcycles and senior high mopeds in the east senior high parking lot. The parking lots on the south side of the middle and senior high school, and the first row in the east parking lot are reserved for visitor and faculty parking.

POP MACHINE AND BEVERAGE POLICY

Pop machines are available in the middle school and high school main entries before 8:30 and after 3:15 p.m. Only reseal able beverage containers may be brought into the school building and/or be in lockers. There is to be no food or drink in the classrooms.

RECORDS AND TRANSCRIPTS

Records and transcripts of each student are maintained in the office. The student, the student's parents, and authorized school personnel have the right to see these records. Information to other parties, including transcripts sent to colleges, will be given out only upon written consent of the student or parents.

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student's lockers, desks, work areas or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

STUDY HALL

- 1) Students will be assigned a designated study hall at the beginning of each semester.
- 2) All students must come with materials necessary to study.
- 3) All students must be in assigned seats for attendance. No privileges will be granted before attendance has been taken.
- 4) Students have 4 choices during study hall:
 - a) remain in study hall
 - b) sign out to media center
 - c) go to a classroom with a pass from teacher
 - d) sign out to restroom
- 5) No passes may be issued by the supervisors. Classroom teachers must issue passes for students who need to come to the classroom and these passes must be presented to the study hall supervisor. Specific names must be written out on all passes. It is the student's responsibility to have the pass signed before the study hall starts. Students may sign out to the guidance or principal's office.
- 6) A quiet learning atmosphere must prevail in the study hall.
- 7) Any student causing a disruption to the quiet environment of the study hall is subjected to disciplinary action, which may include after school detention or suspension.

TELEPHONES/CELL PHONES

Telephones are located in the senior high commons and the middle school cafeteria during and after school hours. All student calls are to be made from these telephones. Any phone messages will be posted on the office bulletin board and can be picked up between classes or after school. (We will notify students of their messages by intercom, only.)

Cell phones are not permitted in the class rooms or study halls. They may be used before 8:25 a.m., after 3:15 p.m., and in the cafeteria only during designated lunch shift. They should not be used in the hallways or at lockers during the school day. They should not create any disturbance or disruption of school operations.

USE OF FACILITIES

A student who leaves Osage Schools during the school year should have his/her parents notify the office. The student must stop in the office to make necessary arrangements for records to be transferred. The students will take a clearance sheet to be signed by all of his/her teachers and the office. All obligations, such as returning materials and paying fees, must be fulfilled before a student's record can be forwarded to another school.

SATURDAY SCHOOL POLICY

1. Students assigned to Saturday School will be given a 48 hour notice in advance.
2. Students must be at school by 8:00 a.m. and remain on task until 11:00 a.m.
3. If a student arrives late he/she will be required to leave and attend the next scheduled Saturday School.
4. If a student fails to show up with out prior communication they will be required to attend the next scheduled Saturday School.
5. Students who fail to show up for a second time, without prior communication, will not be permitted to attend school until a parent/guardian, student and principal conference has taken place.
6. Students who exhibit inappropriate behavior will be required to leave and attend the next scheduled Saturday School.
7. Students who are not following Saturday School rules a second time will be required to leave and not be permitted to attend school until a parent/guardian, principal meeting has taken place.
8. Students may bring water to drink; no other food or beverages will be allowed. Cell phones, I-pods, and other listening devices will not be permitted.

Acts of behavior which would result in Saturday School may include but are not limited to:

- Any school violation which would result in a suspension.
- Any unexcused absence from class.
- Excessive absences and/or tardies.
- Repeated violations of any school rules.
- Repeated office referrals.

BOARD POLICY ON ACTIVITY RULES/GOOD CONDUCT POLICY

Code 503.4R

Any student who is absent from school on the day of an extracurricular* activity for any part or all of the class day shall be ineligible to participate in the event scheduled for that day unless the cause of his absence is of the type for which an excuse may be authorized. Authorization for absences on the day of the event should be obtained from the principal's office in advance of the absence. The provisions of the above regulations shall apply to student participation in all extracurricular activities of the school, such as athletics, band, vocal, dramatics, cheerleading and other such activities.

These eligibility rules will apply to any student enrolled in the Osage Middle or Senior High Schools. Any student who is observed by a staff member or a law enforcement official, or admits to, or is found by a court, or charged, or referred to juvenile court services to have:

- 1) Possessed or consumed alcoholic beverages
- 2) Possessed or used tobacco
- 3) Possessed or used a controlled substance as defined by Iowa Code
- 4) Committed theft, vandalism, either in or out of school, or other serious offenses including those which would violate the Iowa Criminal Code, so as to make the student unworthy to represent the ideals and standards of the school will be ineligible to participate in activities at the Osage Middle and High Schools.

It is to be understood, however, that the school is a separate body and that while a student may not have violated a city, state or federal law, the student may still have violated the school's rules of conduct. If a school rule is broken or an offense is committed against school personnel or their property, ineligibility may result immediately.

If a student is believed to be in violation of any of these rules, the principal or other person in charge of the attendance center attended by the student shall conduct an informal investigation of the charges prior to the student being determined ineligible. Such investigation shall include, but not necessarily be limited to, written or oral notice to the student of the charge made and an opportunity to respond. If declared ineligible by the principal or other person in charge, written notice of the ineligibility and the reasons therefore shall be sent to the student's parents or legal guardian, the superintendent, and the president of the Board of Education no later than the school day following the day ineligibility was declared. Written notice will also be given to the parents when eligibility is reinstated. Established appeal procedures shall be followed.

Any student declared ineligible under a prior school district's Good Conduct Rule, and then without having completed the full period ineligibility at that school transfers to Osage High School/Middle School, will not be eligible for extracurricular activities at Osage. Once that time period of ineligibility has been completed, the student is then immediately eligible for extracurricular activities at Osage as far as any Good Conduct Rule is concerned.

Ineligibility will be accumulated in grades 7th and 8th and in grades 9 through 12. A student leaving the 8th grade will start new in 9th grade. A student will be considered a 9th grader for this purpose the minute school is dismissed on the last day of school.

A student may not serve the second offense penalty until the first offense penalty has been completed.

Ineligibility must be made up in a sport that the student has participated in before (grades 9-12).

7th and 8th grade students may use any single sport to reinstate their eligibility.

* Extracurricular activities are all activities outside of the student's regularly scheduled classes. Extracurricular activities for the purpose of rule violations shall be divided into: 1) athletics; and 2) all other activities. If a student is involved in both athletics and other activities, they will have ineligibility in both areas.

ATHLETICS:

FIRST OFFENSE:

- a. **Honesty Provision:** Students who violate the eligibility policy and report such violations within four (4) days, of said violation, to a school official (coach, athletic director, or administrator) will be ineligible for 1/8 of the current and/or next season and will be required to satisfactorily complete a school approved counseling program*.
- b. **Cooperative Provision:** During a conference concerning eligibility (after 4 days have expired), students who are honest and cooperative will be ineligible for 1/4 of the current and/or next season. The student will be required to satisfactorily complete a school approved counseling program*.
- c. **Violation Not Admitted but Substantiated:** Students would be ineligible for 1/3 of the current and/or next season and will be required to satisfactorily complete a school approved counseling program*.

SECOND OFFENSE: (Doubles from 1st)

- a. **Honesty Provision:** Students who violate the eligibility policy and report such violations within four (4) days, of said violation, to a school official (coach, athletic director, or administrator) will be ineligible for 1/4 of the current and/or next season and will be required to satisfactorily complete a school approved counseling program*.
- b. **Cooperative Provision:** During a conference concerning eligibility (after 4 days have expired), students who are honest and cooperative will be ineligible for 1/2 of the current and/or next season. The student will be required to satisfactorily complete a school approved counseling program*.
- c. **Violation Not Admitted but Substantiated:** Students would be ineligible for 2/3 of the current and/or next season and will be required to satisfactorily complete a school approved counseling program*.

THIRD OFFENSE:

When a student has violated any of these activity rules and is declared ineligible for the third time, the penalty will be no participation in any athletic event for 12 months from the date it is reported to the building principal. The student may not practice or participate in any event during this period, and must receive counseling before eligibility will be reinstated.

FOURTH OFFENSE:

When a student has violated any of these activity rules and is declared ineligible for the fourth time, the penalty will be no participation in any athletic events for the remainder of the student's school career. (7th and 8th grade or grades 9 thru 12.)

* Eligibility will be reinstated upon enrollment of said program and events have been missed. Ineligibility will resume if said program is not satisfactorily completed. Student will pay all costs or fees.

OTHER ACTIVITIES:

All activities other than athletics including: Band, Chorus, FFA, NHS, Plays/Musicals, Speech, and United Nations.

FIRST OFFENSE:

- a. **Honesty Provision:** Students who violate the eligibility policy and report such violations within four (4) days, of said violation, to a school official (activity sponsor, athletic director, or administrator) will be ineligible for the next scheduled non-athletic event, will be required to give five (5) hours of time for restitution to the organizations in which the student is participating#, and will be required to satisfactorily complete a school approved counseling program*.
- b. **Cooperative Provision:** During a conference concerning eligibility (after 4 days have expired), students who are honest and cooperative will be ineligible for the next scheduled non-athletic event, will be required to give ten (10) hours of time for restitution to the organizations in which the student is participating#, and will be required to satisfactorily complete a school approved counseling program*.
- c. **Violation Not Admitted but Substantiated:** Student will be ineligible for the next two (2) scheduled non-athletic events, will be required to give ten (10) hours of time for restitution to the organizations in which the student is participating#, and will be required to satisfactorily complete a school approved counseling program*.

SECOND OFFENSE:

- a. **Honesty Provision:** Students who violate the eligibility policy and report such violations within four (4) days, of said violation, to a school official (activity sponsor, athletic director, or administrator) will be ineligible for the next scheduled non-athletic event, will be required to give ten (10) hours of time for restitution to the organizations in which the student is participating#, and will be required to satisfactorily complete a school approved counseling program*.

- b. **Cooperative Provision:** During a conference concerning eligibility (after 4 days have expired), students who are honest and cooperative will be ineligible for the next scheduled non-athletic event, will be required to give twenty (20) hours of time for restitution to the organizations in which the student is participating#, and will be required to satisfactorily complete a school approved counseling program*.
- c. **Violation Not Admitted but Substantiated:** Student will be ineligible for the next two (2) scheduled non-athletic events, will be required to give twenty (20) hours of time for restitution to the organizations in which the student is participating#, and will be required to satisfactorily complete a school approved counseling program*.

THIRD OFFENSE:

When a student has violated any of these activity rules and is declared ineligible for the third time, the penalty will be ineligibility for 12 months from the date it is reported to the building principal. The student may not participate in any activities during these 12 months.

FOURTH OFFENSE:

When a student has violated any of these activity rules and is declared ineligible for the fourth time, the penalty will be no participation in any activities for the remainder of the student's school career. (7th and 8th grade or grades 9 thru 12.)

Restitution will be determined by principal and activity's sponsor. No more that two (2) hours per day may be made up at one time. (All time made up must be outside of school day.) Students are ineligible in all activities until restitution time is made up. The activity sponsor will supervise all restitution time.

* Eligibility will be reinstated upon enrollment of said program and events have been missed. Ineligibility will be reinstated if said program is not satisfactorily completed. Student will pay all costs and fees.

Student Handbook Provision

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

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

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identify, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Student Handbook Provision

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc.; and
- Demeaning jokes, stories or activities.

2008-09 School Year

Having safe schools and an environment conducive to learning is a top priority of the Osage Community School district! The Osage High School Handbook and Discipline Policy I have received are designed to explain the student expectations, policies and rules to make this all possible.

By signing my name below, I acknowledge that I have received and read this policy regarding school rules along with the consequences/penalties for breaking these rules. I pledge to do my part to help make Osage High School a safe, learning environment, by abiding by the school rules.

Printed Student Name

Student Signature

Date