# South O'Brien Junior/Senior High School 2026-2027 Student Handbook



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Welcome to South O’Brien Junior/Senior High School, home of the Wolverines! At South O’Brien, we are committed to providing a world-class education for all students within a positive, supportive, and student-centered learning environment.

South O’Brien Junior/Senior High School serves approximately 240 students in grades 7–12. We offer a wide range of academic opportunities designed to meet the diverse interests, abilities, and goals of our students. In addition to our strong academic programs, we take pride in our outstanding athletic and fine arts programs, a thriving FFA chapter, and numerous leadership opportunities that help students grow both inside and outside the classroom.

Our school is a place where everyone belongs, everyone learns, and everyone has the opportunity to reach their full potential academically, socially, and emotionally. Through both curricular and extracurricular experiences, we strive to inspire students to become the best version of themselves. As reflected in our mission, we are dedicated to preparing students to be responsible citizens and lifelong learners.

Our faculty and staff are committed to helping students develop the skills needed for success in the 21st century, including critical thinking, creativity, communication, and collaboration. By supporting students’ individual interests and aspirations, we ensure they are well prepared to thrive in an ever-changing world.

It is both a pleasure and an honor to serve as the 7–12 Principal of South O’Brien Junior/Senior High School. I look forward to partnering with our dedicated faculty and staff, exceptional students, supportive families, and community members in the year ahead. Guided by our core values of integrity, kindness, and teamwork, we will continue to build upon South O’Brien’s proud tradition of excellence in academics, activities, and student achievement.

Go Wolverines!

Denise Phillips

JH/HS Principal

# GENERAL SCHOOL DISTRICT & STATE POLICIES

**MISSION STATEMENT**

The mission of South O'Brien Community School is to prepare students to be responsible citizens and lifelong learners.

**SOUTH O'BRIEN K-12 LEARNER OUTCOMES**

Graduates of South O'Brien School will:

- be responsible citizens.
- be able to work with and for others.
- be users of resources including technology for information seeking.
- be effective communicators.
- have job skills and be aware of career expectations.
- be aware of positive options for recreation and leisure.
- be lifelong independent learners.

**IOWA NONDISCRIMINATION STATEMENT**

It is the policy of the Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515-281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, or email: OCR.Chicago@ed.gov

**EQUAL EDUCATION OPPORTUNITY POLICY**

Pursuant to board policy 102, the South O'Brien School District does not discriminate on the basis of race, color, national origin, creed, socio-economic status, gender identity, sex, marital status, religion, disability, age, or sexual orientation in educational programs or employment. If you have questions or concerns about any policy or procedure of the district please contact the district office 307 W Groesbeck, Paullina, Iowa 51046. (712) 949-3454. Policies are subject to change at any given time.

**BOARD APPROVAL**

All rules and regulations in this handbook are an extension of board policy and have been approved by the Board of Education. Board policy handbooks are available for viewing at each building's administration office.

# GENERAL ACADEMIC INFORMATION

**GRADUATION REQUIREMENTS**

Students must earn 49 credits as well as meet the requirements set by the Board of Education unless otherwise dictated by the student's IEP or 504 Plan. To receive credit for a class, the student must be enrolled at the end of the semester and receive a passing semester grade for the course. Each full-time student is required to carry a minimum of seven academic credits in any given semester. To participate in Commencement, the student must meet the graduation requirements as approved by the Board of Education or as written in the student's IEP or 504 Plan. Specific graduation requirements are published in the Student Registration Handbook.

**EARLY GRADUATION**

South O'Brien High School provides for graduation in less than eight semesters if the student has earned the appropriate credits. Students interested in this option should pick up a copy of the policies and procedures governing early graduation during their junior year from their counselor. Students need to have the application request for early graduation completed and turned into the counselor by November 1st of their senior year. The school board must approve a request for early graduation. Early graduates will be considered alumni of the school after completion of the first semester, but they will be able to participate in Prom, Awards Day, and Commencement.

**DETERMINING VALEDICTORIAN**

If multiple South O'Brien seniors have a 4.0, the student with the highest ACT score will be named valedictorian and the next highest ACT score will be named the salutatorian.

**OPEN CAMPUS**

South O'Brien High School would like to recognize the efforts of our students with good attendance, behavior and academic progress. **Seniors** may be allowed to have open campus during first period study hall, lunch, 5th period study hall, 8th period study hall, and during 4th quarter DISCOVER if the following criteria are met:

- GPA = 2.0 (C)
- 35 Credits at the start of the senior year

Open campus will also be open to **Juniors** during the second semester during lunch and 5th period study hall if they have a GPA of 3.25, five or fewer unexcused tardies during the first semester, and five or fewer absences during the first semester excluding school activities.

Open Campus students will be held accountable for following school rules and will lose the privilege of open campus if rules are not followed. Loss of open campus privilege will occur for, but are not limited to, the following violations:

Semester-Length Violations:

- In or out of school suspension
- Failure to attend class

Quarter-Length Violations

- "F" quarter grade in any class
- Three "D" quarter grades in any classes
- Unexcused absence from school
- More than 5 absences per quarter (excused or unexcused) with the exception of school activities
- 3 unexcused tardies per quarter
- Inappropriate behavior leading to detention
- Parking lot violation
- Technology violation

**CONCURRENT ENROLLMENT/SENIOR YEAR PLUS**

The Senior Year Plus Act is intended to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling high school grade students to enroll part-time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa.

To be eligible:

1. Students must be a South O'Brien student.
2. Students must meet the entrance requirements of the post-secondary educational institution.
3. Students must be passing all classes at the time of registration, including from the previous grading period.
4. Students must show proficiency in the areas of reading comprehension, math concepts & problem-solving, and science by scoring in the 41st percentile or above on the ISASPs. If students do not have a proficient ISASP score, an alternative measure for determining proficiency can be used if approved by the school counselor and principal.

To enroll:

1. A student must notify the South O'Brien High School counselor.
2. Complete the registration form to be approved by the high school counselor.
3. Must attend the informational meeting during the first semester in which they plan to begin courses.

Students may register as a part-time student at a post-secondary institution, but only during the normal school year, not in the summer. Parents or students must furnish transportation to any course not meeting at South O'Brien High School. Students may not register for courses at a post-secondary institution which conflict with their schedule at South O'Brien High School. Students may only enroll at the approved institution. The approved institution for South O'Brien is Northwest Iowa Community College.

Because students receive dual credit for these classes (both high school credit and college credit) they fall under the requirements of NO PASS, NO PLAY. In other words, students who fail jointly administered college classes, or withdraw from them after the first drop date (determined by South O'Brien drop/add dates), will be ineligible for activities for 30 days starting with the first day of competition.

**GRADING SCALE**

| | |
|---|---|
| A 100%-93% | C 76%-73% |
| A- 92%-90% | C- 72%-70% |
| B+ 89%-87% | D+ 69%-67% |
| B 86%-83% | D 66%-63% |
| B- 82%-80% | D- 62%-60% |
| C+ 79%-77% | F 59%-0% |

**REPORT CARDS**

Report cards are emailed at the end of each nine-week grading period. Grades and grade point averages (GPA) can be accessed online through JMC Family. Conferences and other forms of communication between the parents and teachers are welcomed and encouraged at all times. Parent Teacher Conferences will be conducted at the end of the first nine weeks and during the third nine weeks.

**INCOMPLETE GRADES**

Students who have assignments that are not completed at the end of a nine-week or semester grading period shall receive a letter grade of "I". Students will have five days from the end of the quarter or first semester to complete the work. For the end of the second semester the deadline will be the last teacher work day of the school year. The exception to these deadlines will be for second semester seniors who must have all work completed by the last school day for seniors. Failure to complete the work by the deadline will result in the student receiving an "F" grade for the incomplete work and the final quarter or semester grade will be determined. Students who experience a lengthy illness or other unusual circumstance may be granted additional time by the principal to make up incomplete assignments.

**PLAGIARISM/CHEATING**

Students caught plagiarizing papers, reports or any other classroom assessment will be punished up to and including receiving no credit for the assignment. Students will adhere to the specified level of AI use, and if not followed, students will be punished up to and including receiving no credit for the assignment.

# DAILY OPERATIONS

**SCHOOL DAY**

The school day is made up of eight periods and DISCOVER time with three minutes passing between each period. School begins at 8:20 AM and is dismissed at 3:30 PM. Every Wednesday the school dismissal will be 2:00 PM for teacher professional development.

When special events or weather conditions occur during the school day various time schedules will be used.

**DAILY ANNOUNCEMENTS**

Daily announcements will be posted on the school's web page and will be scrolling on televisions in the commons. Students are responsible to read these announcements daily.

**SCHOOL ANNOUNCEMENTS**

Weather-related school cancellations can be heard on local radio, social media, and local television stations. Parents and students are encouraged to sign up for JMC Family during school registration which will send this information to their emails and/or cell phones.

**STUDY HALL POLICIES**

1. One student may sign out to each restroom at a time.
2. Cell phone use will be prohibited.
3. Students may not sign out to a teacher's room without a pass from that teacher, but may sign out to the library for the purpose of checking out/returning materials.
4. Students must bring school work and may not sign out to lockers for the first five minutes of the class period.
5. Only water is allowed in study hall. Food is not allowed.
6. Students on the progress report list may not sign out to anywhere except the restroom. All students need to sign back into study hall before the end of the period.

**LUNCH**

There will be three lunch periods. Students will be assigned to a specific lunch period and are expected to spend their lunch period in the commons. Only seniors with open campus privileges may leave the building during lunch. Permission may be granted by the lunchroom supervisor(s) to use the restroom.

If a student is sent to the office by the lunchroom supervisor, the following measures may be taken:

- First offense: 1 day private dining
- Second offense: 2 days of private dining and parent notification
- Third offense: Private dining for a week.

**FOOD/POP IN THE BUILDING**

Candy, pop, and food will NOT be allowed in the classrooms. Classroom celebrations using candy, pop, and food are permitted on a case-by-case basis approved by the building principal.

Food is not to be taken from the lunch room. With the exception of cold lunch brought from home, and seniors with open campus privileges, no other food may be brought in from outside restaurants, convenience stores, or fast-food establishments. Students may only carry water with them in a container during the school day. Students may have individually wrapped, single-serving snacks in their lockers provided the food and food trash does not become an issue.

**LIBRARY**

The library is a place to read, research or study. Books may be checked out for two weeks with a two-week renewal. Reserved books and reference books may be taken from the library only with permission from the library staff

# GENERAL POLICIES

The ultimate purpose of education is to help each student become a contributing citizen in a democratic society. Developing and accepting the responsibilities and obligations of good citizenship will help you to participate successfully in the world of tomorrow. We encourage you to participate in activities within our school. Remember that your success in school or anywhere will be directly related to your efforts. Policies found in this handbook may be changed due to current law or board action.

**ATTENDANCE**

Daily and punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational opportunities offered here. Just as in the world of work, the expectation is that students will be here on time every day. Attendance is a shared responsibility that requires communication and cooperation between parents, students, and the school. In addition, students are to be on time for each class period.

The world of work has these expectations and so do we. Any unexcused tardy over ten minutes will count as an unexcused absence. Students must attend the full school day preceding a performance or athletic event to participate. Doctor appointments (a doctor's note is required) and religious services are exempted or if students have secured approval from the building principal.

In the event a student cannot make it to school, please keep in mind the following according to Senate File 2435:

- A student is expected to be in school when school is in session. South O'Brien does realize that a student may have an occasional need to be absent from school but within certain limitations. Exceptions include the following: court approval, religious services, and medical conditions verified with documentation.
- Students will be considered chronically absent if they are absent for more than 10% of the days or hours in the grading period (quarter, semester). The percentage threshold is cumulative for the school year. Upon deeming a student chronically absent, school officials are required to notify the county attorney (by email or mail) and notify the student's parent, guardian, or legal custodian by email or mail.
- Once the student is absent for more than 15% of the grading period, a school official shall attempt to find the cause for the child's absences. If the school official determines that the child's absences are negatively affecting the child's academic progress, the school official shall initiate and participate in a school engagement meeting with the student and the student's parent, guardian, or legal custodian. The purpose of the school engagement meeting is to identify the child's barriers to attendance, and the interventions that may be used to improve the child's attendance.
- Truancy is defined as being absent for at least 20% of the days or hours in a grading period for any reason. Once a student reaches 20%, the county attorney will be notified to participate in an attendance cooperation meeting. During the meeting, the participants will attend to find the barriers to attendance and identify the interventions that may be used to improve the child's attendance. In addition, participants will create and sign an attendance cooperation agreement. Failure to attend the meeting or to comply with the attendance agreement will result in referral to

juvenile court or the county attorney for prosecution.

Coursework Implications for Absences:

- After five days of absence in any one class during a semester, a notice will be sent to parents informing them of the absences and the attendance policy.
- A nine-day limitation per semester of absences (excused and/or unexcused with the exception of school activities or exempted absences) has been set for each student. Any student who misses more than nine class periods of a particular course is subject to loss of credit in that particular class.
- On the tenth absence in a particular course, the student is in jeopardy of being dropped from the course and subject to a loss of credit. Only school activities, hospitalization, doctor's appointments with verification within three days, religious services, family funerals, or approval by administration will be deemed excused at this point. Students with unexcused absences on the tenth absence and thereafter will have the option to contract time for missed class periods to remain in the class and continue to work towards credit. Contracted time will occur before or after school.
- The school administration makes the final determination if an absence after the nine days is excused or unexcused.

**ATTENDANCE PROCEDURES**

Whenever it is not possible for a student to be in attendance, the school expects notification from the parents by phone or email by 8:20 AM on the morning of the absence. The office telephone number is 949-3454. The parent's communication will admit the student upon return to school, but the principal makes the final determination if the absence is excused or unexcused.

**The following are times when you should NOT send your child to school:**

- Vomiting or diarrhea in the past 24 hours
- Fever of 100° or higher. Should be fever-free, without medication for 24 hours before returning.
- When he or she has a severe cold and/or bad runny nose
- Undiagnosed rash (healthcare provider will need to diagnose)
- Persistent cough
- If on an antibiotic, should be home for 24 hours before returning
- Students with a contagious disease will be excluded from attending school for a period of time as specified by the school nurse.

Students who become ill or are injured while at school shall be given first aid in accordance with school policy.

Students who become ill must see the school nurse or office personnel before going home.

Students must sign in/out at the office before they are allowed to return/leave.

**MAKE-UP WORK**

For excused absences, students are allowed the number of days absent plus one day to complete make-up work for illness or unforeseen emergencies up to nine days. Students who have absences for any reason will be required to make up work missed in class. It is the student's responsibility to obtain all make-up work from his/her teacher either before the absence or immediately upon return to school. Failure to obtain make-up work is no excuse for not doing the work missed. Students who are absent due to school-related activities should arrange with the teacher a plan for completing assignments before the activity.

- Excused absences occur due to an event the student has little or no control over. Examples could include illness, death in the family, and doctor appointments that cannot be scheduled outside the school day. Parents are encouraged to schedule appointments during study hall when it is not possible to schedule the appointment before or after school. All absences due to a medical/dental appointment will need to be verified through a doctor's note to be excused. Without such verification, the absence will be deemed unexcused. Please bring the doctor's note to the office upon return to school.

For unexcused absences, students should refer to each teacher's policies regarding the ability to make up work, quizzes, and tests that occur during an unexcused absence.

- Unexcused absences are those times when a student chooses to do something that falls within the school day which could be scheduled at another time. Some examples include family vacations, haircuts, shopping, working outside the family or at home, senior pictures, and oversleeping.

**TARDIES**

Students are expected to be in class on time. Not only is this important for class, but it is an expectation of employers. We have three minutes of passing time between class periods. If you talk with a teacher after class, a pass will need to be signed by that teacher for the tardy to the next class to be excused.

Consequences for Tardiness:

- Three unexcused tardies per class period in a quarter will result in a detention either before or after school. Each additional unexcused tardy will result in an additional detention (time for time). If the student does not report, the time will be made up during private dining. Students will not be allowed to participate in a practice or a school activity until the time is made up.

**LEAVING SCHOOL EARLY**

A student wishing to be dismissed early must bring a signed excuse from his/her parent or have the parent call or email the office. Students must sign out when they leave. If a student is ill, the student must see the school nurse or secretary, who will telephone the parents before the student signs out. Leaving the building without permission or failing to sign out will be regarded as an unexcused absence.

**MEDICATION**

Students requiring prescribed medication during school hours must comply with the following:

- Adequate instructions must be written and filed with the nurse
- Signed authorization from the parent or guardian
- A written authorization from a licensed medical doctor, osteopathic physician, or dentist with the dosage listed

Non-prescription drugs will not be dispensed by the office or the nurse.

**BAGS AND LOCKERS**

One bag per student is allowed in the classroom.

Students will be assigned a hallway locker, and gym lockers are available. A lock may be checked out from the high school office. There is no charge, providing it is returned at the end of the school year. All personal items and books, when not in use, are to be kept in lockers. Lockers are not to be decorated with sticky decals, signs, posters, slogans or other items difficult to remove. Do not bring valuable items and large sums of money to school. Do not bring anything to school that you cannot afford or want to lose. Personal padlocks are not allowed and may be cut off.

**INSPECTIONS & SEARCHES**

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. Periodic inspections, announced and unannounced, of all or a random selection of lockers may be conducted by school officials. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement. The contents of a student's locker (coat, backpack, purse, etc.) and its contents may be searched when a school official has reasonable suspicion. Such searches will be conducted in the presence of another person or persons. This also applies to vehicles parked on school property.

**TELEPHONES**

School phones are placed here for business reasons. No long-distance calls may be made by students, except in the case of an emergency or unless permission is granted. If parents have a need to contact their student(s) via phone, they are to call the school office and the message will be delivered to the student.

**PERSONAL ELECTRONIC DEVICES**

It is the policy of the South O'Brien Community School District that students may not use personal electronic devices during classroom instructional time. "Instructional time" is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants including independent study time during the school day. Personal use may be done between classes and during a student's lunch (except JH). Students must put their personal electronic devices in their locker before entering their class or place in the designated holders.

For purposes of this policy, a "personal electronic device" is a device that is used by a student to send or receive information create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a

school-owned or issued device. A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

A student’s personal electronic device may be used for instructional purposes if an educator obtains prior approval from the school principal to permit use of a personal device for a specific learning activity, experience, or outcome, documented in a lesson plan or course outline.

A parent or guardian may communicate with a student through the school office at (712)949-3454. If there is an emergency requiring the student’s immediate attention, a parent or guardian may contact the school office, and office personnel will communicate the message to the student. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in the school’s student information system (JMC). In the event of an emergency involving the broader school community, the school will contact parents and guardians via social media, the South O’Brien App, and/or JMC online messenger.

Students found in violation of this policy will have their devices taken away. Refusal by the student to give their device to the teacher or office will face a suspension for insubordination. Parents will be notified about the inappropriate use.

- First Offense: The student will surrender the device and may be picked up from the teacher at the end of the period.
- Second Offense: The student will surrender the device to school officials and may be picked up from the office at the end of the school day.
- Third Offense: The student will surrender the device to school officials, to be returned to the student’s parent or guardian after the end of the school day during business hours (7:30 AM - 4:00 PM).
- Fourth/Subsequent Offenses: The student will surrender the device to school officials, to be returned to the student’s parent or guardian after the end of the school day during business hours (7:30 AM - 4:00 PM). The student will receive an in-school suspension for insubordination.

Student-Specific Exemptions to Policy

*Petition by Parent or Guardian:* A parent or guardian of a student may petition to allow the child to maintain access to a personal electronic device for legitimate reason related to the student’s physical or mental health, based on unique facts of the student’s case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access of a personal electronic device contrary to South O’Brien’s policy.

*Student Plans:* A student who has a current Individualized Education Plan, a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

**TECHNOLOGY POLICY**

Use of the computer network and the internet will be used in support of education and research and be consistent with the goals and purposes of the South O’Brien Community School District. Students are responsible for good behavior while using computers. General school rules for behavior and

communications apply. Computer access is a privilege, not a right, and can be revoked. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private. Abuse of the computer system may result in a loss of access as well as other disciplinary or legal action. The following are examples of unacceptable behavior:

Level 1

- Sending, displaying, altering, or printing offensive messages or pictures
- Using obscene language
- Unauthorized browsing or inappropriate use including but not limited to online chatting, shopping, social networking sites, playing games for recreational purposes, and bypassing school filters. Such sites include, but are not limited to Facebook, YouTube, StumbleUpon, Craigslist, eBay, Pinterest, Fantasy Sports, etc.).

Level 2

- Harassing, insulting, or attacking others
- Using another's password
- Trespassing in another's folders, work, or files

Level 3

- Damaging or tampering with computers, computer systems, or computer networks

Consequences

**Students who violate the Computer Acceptable Use policy shall be subjected to the following consequences:**

Level 1 Consequences and Notifications

- First Level 1 Violation - A verbal and written "First Level 1 Offense" notice will be issued to the student. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 10 school days.
- Second Level 1 Violation - A verbal and written "Second Level 1 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 20 school days.
- Third Level 1 Violation - A verbal and written "Third Level 1 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 30 school days. *Fourth Level 1 Violation will be considered a Level 2 Violation.

Level 2 Consequences and Notifications

- First Level 2 Violation - A verbal and written "Level 2 Offense" notice will be issued to the student.

A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 60 school days.

- Second Level 2 Violation - A verbal and written "Level 2 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 90 school days. *Third Level 2 Violation will be considered a Level 3 Violation.

Level 3 Consequences and Notifications

Severity of the offense will be determined by the building principal. Lower levels of severity will lead to an option A consequence, while higher levels of severity will lead to an option B consequence.

- Option A Level 3 Violation - A verbal and written "Level 3 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for the remainder of school year. In addition, student will receive a minimum of 1 day of out of-school suspension.

- Option B Level 3 Violation - A verbal and written "Level 3 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for the remainder of his/her time in K-6, 7-8, or 9-12. In addition, student will receive a minimum of one day of out-of-school suspension.

**STUDENT LAPTOP LOAN AGREEMENT**

One laptop, charger and bag are being lent to the Student/Borrower and are in good working order. It is Student's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all time remains, the property of South O'Brien Community School District, and is lent to the student for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate use of the machine will result in the student losing their privilege to use the laptop.

Student and Parent Responsibilities

This laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities:

- I will follow all SOS policies, as well as local, state and federal laws at all times when using the laptop.
- I will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions or using it with food or drink nearby.
- I will not lend the laptop to anyone, not even my friends or siblings.
- I will not load any software on the laptop.
- I will not remove programs or files from the laptop.
- I will not give personal information when using the laptop.
- I will bring the laptop to school every day.

- I agree that any communication type should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share with anyone.
- I will not attempt to clean or repair the laptop.
- I will return the laptop when requested or immediately upon my withdrawal from SOS.
- I will place the laptop in its protective bag when not in use and when it is being moved.
- I will place my laptop in a secure location when not in use (locked up when possible).

The student will be responsible for the price to repair damaged laptops. All repair charges will be billed to the student's account. Families have the option to purchase insurance through the school for $25 per student. The insurance allows one laptop repair at no charge. Additional repairs will have a "Flat Rate" fee.

Damaged Laptop Flat Rates *(normal wear and tear is expected)*

- Lost/Unfixable Laptop $500
- Damaged Screen $75
- Damaged Keyboard $75
- Damaged Charging Port $75
- Damaged Headphone Jack $75
- Lost/Damaged Bag $25
- Lost/Damaged Charger $15

**FOOD SERVICE**

Students should maintain a positive balance in their lunch accounts. Overdrawing lunch accounts is discouraged. When the balance of a lunch account reaches $0.00 a student may charge a regular meal to this account but will not be allowed to charge an extra entrée or extra milk until the negative account balance is paid.

**VISITORS AND GUESTS**

Occasionally students have friends visiting them and they wish to bring visitors to class. Students who wish to do this are required to contact the principal's office. If the building principal approves of the visitor, a pass will be issued. Teachers are not required to accept visitors. Visitors will be held to the same behavior standards as our regular students. If a teacher deems it necessary, the visitor may be referred to the office.

# STUDENT CONDUCT AND DISCIPLINE

The board believes that inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to health and the safety of students, employees and visitors on school premises.

Teachers have the authority and responsibility to set appropriate parameters in place to ensure such an environment is maintained. Each student is entitled to be educated in an environment conducive for learning.

Students will conduct themselves as young respectful adults in, on, around, and outside the school atmosphere. Students who fail to abide by this policy may be disciplined. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

**DISCIPLINARY DEFINITIONS**

Detention: Students may be assigned make-up time for violation of a school policy or rule. Detention will be held for the date and in the place assigned by teacher or office. A school administrator will deal individually with those who do not show up for detention time.

Suspension: A disciplinary action that removes the student from the classroom. This may be an in-school or out-of-school suspension. An out-of-school suspension will mean the student is not allowed to be on school grounds or at home/away school activities during the time of the suspension.

Expulsion: A disciplinary act of removing a student from school by the School Board upon the recommendation of the administration.

Teacher Discipline Referral: An event that leads to a student being removed from class despite teacher warnings and other disciplinary measures. The teacher will notify the office immediately, the student will report directly to the office, and the student will be responsible for any missed work.

Inappropriate Language/Gestures: A student using inappropriate language or gestures on school property or during school activities.

Parking Lot Violations: Speeding, loitering, reckless driving (squealing tires, donuts), illegally parking, occupying more than one parking space, making intentional excessive noise (revving engine/excessive horn honking), and parking in a non-designated area or in staff/visitor parking spaces are all parking lot violations.

Fighting: For definition purposes, fighting includes both the physical act of fighting and the verbal confrontation prior to any physical contact. Consequences will be determined by the severity of the fight. Out of school suspension may be given to students involved in fighting on school property, including school buildings and grounds, at school activities (home or away), or on school transportation vehicles. Statements will be given to the police for review and possible charges the first time if the fight involves serious injuries. If the fight does not involve serious injuries the first time an OSS may be assigned. If the student(s) are involved in a second fight during the school year the police may be contacted to review the situation and possible charges to be filed. The aggressor may be put on probation for the school year after a hearing before the Board of Education. In the case of physical assault, legal action may be taken. Repeat offenders may also be referred to the Board of Education for expulsion.

Weapons: 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 or dangerous objects 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, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

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

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

Harassment and bullying are defined as any repeated and targeted electronic, written, verbal, or physical act or conduct directed toward a student that creates an objectively hostile school environment and meets one or more of the following conditions:

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student’s education or benefits
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student
- The conduct has the purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment

In situations between students and school officials, faculty, staff, or volunteers who have direct contact

with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and/or principal, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students.

The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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 the bully, the student should contact the principal.
- 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
    - Write down exactly what happened, keep a copy and give a 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
- How the harasser or bully responded.

**GENERAL POLICIES REGARDING STUDENT DISCIPLINE**

All guidelines concerning discipline are in effect anywhere on school property and at all home or away school-sponsored activities.

All assigned detention must be served within 24 hours of being assigned.

Students serving ISS will be allowed to practice but not participate in school activities.

Students may not attend or participate in school activities while under OSS suspension or after having been expelled.

At any time, the building principal may deem it necessary to assign a consequence anywhere along the continuum for a specific offense.

**GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES**

When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order.
2. Students shall be treated fairly and equitably. Discipline shall be based on careful assessment of the circumstances of each case.

The discipline grid will be used as a guide to determine the consequences of each situation and ultimately up to the administration's discretion.

**DISCIPLINE GRID CONCERNING DISCIPLINE FOR GENERAL RULE INFRACTIONS**

*** Automatic Parent Notification**

| | **1ST OFFENSE** | **2ND OFFENSE** | **3RD OFFENSE** | **4TH OFFENSE** |
|---|---|---|---|---|
| **Nonviolent Removal** | Removed from the given classroom for the day, teacher & principal meeting, parent contact<br><br>*IEP student - IEP meeting after 1st offense | 1st offense consequence, meeting with parents, student, principal, teacher, counselor to determine behavior plan & consequence | 1st offense consequence, meeting with parents, student, principal, teacher, counselor to determine behavior plan & consequence | Dropped from Class/Receive "WF" (withdrawal fail) |
| **Violent Removal** | Removed from classroom for the day, teacher & principal meeting, parent contact, suspension | Meeting with parents, student, principal, teacher, counselor to determine behavior plan, | Meeting with parents, student, principal, teacher, counselor to determine behavior | Referred to Superintendent |

| | | | | |
|---|---|---|---|---|
| | | teacher approval for returning to room, & 2 Days OSS | plan, teacher approval for returning to room, & 3 Days OSS | |
| **Insubordination/ Disrespect of Staff** | 1 Day ISS | 2 Days OSS | 3 Days OSS | Referred to Superintendent |
| **Cell Phone Violations** | Confiscated and picked up from teacher at end of class | Confiscated and picked up from the office at the end of the day | Confiscated and picked up from the office by a parent or guardian at the end of the day during business hours | Confiscated and picked up from the office by a parent or guardian at the end of the day during business hours and 1 Day ISS. |
| **Inappropriate Language or Gesture** | 30-minute detention/Meeting with the Principal | 60-minute detention/Meeting with the Principal | 1 Day ISS/ Meeting with Parents | 2 Day ISS/ Meeting with Parents |
| **Lunch Violation** | 2 Days Private Dining | 5 Days Private Dining/Parent Notification | Private Dining for Remainder of Semester | |
| **Truancy/Skipping/ Leaving Class/Leaving School During Lunch Without Permission** | Make up time | Make up time | 1 Day ISS | 2 Days ISS |
| **Bus Violation**<br><br>**NOTE: Students responsible for damage to a school vehicle will be held accountable for the damages.** | Warning to Student/Report to Parents (If deemed serious enough, riding privileges may be suspended) | 1 Day Suspension from Bus Riding/Report to Parents and Superintendent | Loss of Bus Riding Privileges (length to be determined by principal)/ Parent meeting with Principal prior to reinstatement | _____ |

## DISCIPLINE GRID FOR RULE INFRACTIONS THAT MAY RESULT IN LAW ENFORCEMENT NOTIFICATION

## * Automatic Parent Notification

| | **1ST OFFENSE** | **2ND OFFENSE** | **3RD OFFENSE** | **4TH OFFENSE** |
|---|---|---|---|---|
| **Fighting (as defined in handbook where only minor scrapes or abrasions occur)** | 1 Day OSS | 2 Days OSS/Police notified | OSS – Referral to Superintendent/ Police notified | OSS – Referral to Superintendent/ Police notified |
| **Fighting (as defined in handbook where serious injuries that require medical attention occur)** | 2 Days OSS/Police notified | 4 Days OSS/Police notified | OSS – Referral to Superintendent/ Police notified | OSS – Referral to Superintendent/ Police notified |
| **Use of Camera/Camera Phone for Inappropriate Images or in Inappropriate Location** | OSS/Referred to Superintendent/ Possible Police notification | OSS/Referred to Superintendent/ Possible Police notification | OSS/Referred to Superintendent/ Possible Police notification | OSS/Referred to Superintendent/ Possible Police notification |
| **Harassment or Threats Toward Students** | 1 Day OSS | 2 Days OSS | 4 Days OSS | Referred to Superintendent |
| **Threats Toward Faculty or Staff** | 1 Days OSS | 2 Days OSS | 4 Days OSS | Referred to Superintendent |

| | | | | |
|---|---|---|---|---|
| **Vandalism/Theft** | 1 Day ISS/ Repair or Replacement/ Police notified | 2 Days OSS/ Repair or Replacement/ Police notified | Referred to Superintendent/ Police notified | Referred to Superintendent/ Police notified |

**DISCIPLINE GRID FOR RULE INFRACTIONS THAT WILL RESULT IN LAW ENFORCEMENT NOTIFICATION**

*** Automatic Parent Notification**

| | **1ST OFFENSE** | **2ND OFFENSE** | **3RD OFFENSE** | **4TH OFFENSE** |
|---|---|---|---|---|
| **Possession of Tobacco, E-Cigarettes, Vaping Products, Alcohol** | 2 Days OSS/ Police notified | 3 Days OSS/ Police notified | 4 Days OSS with Counseling/ Police notified | Referred to Superintendent/ Police notified |
| **Use of Tobacco, E Cigarettes, Vaping Products, Alcohol, or under the influence of alcohol or drugs** | 2 Days OSS/ Police notified | 3 Days OSS/ Police notified | 4 Days OSS with Counseling/ Police notified | Referred to Superintendent/ Police notified |
| **Possession of Weapon** | OSS – Referred to Superintendent/ Police notified | OSS – Referred to Superintendent/ Police notified | OSS – Referred to Superintendent/ Police notified | OSS – Referred to Superintendent/ Police notified |
| **Possession of Drug Paraphernalia** | 5 Days OSS/ Police notified | 10 Days OSS with Possible Expulsion/ Police notified | Expulsion/ Police notified | _____ |
| **Possession or Use of Illegal Drugs in School** | Expulsion/ Police notified | _____ | _____ | _____ |
| **Distributing or Selling Illegal Drugs** | Expulsion/ Police notified | _____ | _____ | _____ |
| **Acts of Terrorism** | 5 Days OSS/ Psychological Evaluation before Return to School/ Police notified | 10 Days OSS/ Expulsion or Alternative Setting/ Police notified | Expulsion/ Police notified | _____ |

**CLASSROOM REMOVAL (SF 2428)**

Senate File 2428 was signed into law including new substantive requirements concerning discipline of students who cause violent or nonviolent disruptions in the classroom.

Iowa Code section 279.65B defines: **“Nonviolent disruption”** as “includ[ing] but is not limited to a disruption to classroom instruction that is a result of any of the following: 1) Disorderly conduct. 2) Abusive or profane language. 3) Bullying, as defined under section 280.28. 4) Repeated disorderly conduct.

**"Violent disruption"** as “includ[ing] but is not limited to a disruption to classroom instruction that is a result of a threat of violence or an incident of violence that results in any of the following: 1) Injury. 2) Property damage. 3) Assault, as defined under section 708.1.

Process for Removal for Nonviolent Disruption

A teacher may remove a student who causes a nonviolent disruption from the classroom and place the

student under the supervision of the principal or the principal's designee.

- If the student is in grade 6 through grade 12 and is removed for a nonviolent disruption, the student is to be removed from that classroom until at least the immediately subsequent school day.
- The teacher who removed the student and the principal must meet prior to the student returning to the classroom.
- If a student is removed for a nonviolent disruption more than once, a team must meet to establish a behavior plan and course of discipline to correct the student's behavior. This team must include the teacher(s) who removed the student from the classroom, the building principal, guidance counselor, the student's parent(s)/guardian(s) if not an emancipated minor, and the student. If the student has an Individualized Education Program (IEP), a meeting must occur after the first nonviolent disruption.

Process for Removal for Violent Disruption

A teacher is required to remove a student who causes a violent disruption from the classroom and place the student under the supervision of the principal or the principal's designee.

- The teacher who removed the student and the principal must meet prior to the student returning to the classroom.
- If the student is in grade 6 through grade 12 and is removed for a nonviolent disruption, the student is to be removed from that classroom until at least the immediately subsequent school day.
- A student shall not under any circumstance be readmitted to a teacher's classroom if all of the following criteria are satisfied:
    - The teacher removed the student from the teacher's classroom because the student caused a violent disruption that included the student assaulting the teacher.
    - The teacher does not consent to allowing the student to return to the teacher's classroom.

SF2428 establishes procedures for the removal of a student from a specific teacher's classroom due to a nonviolent or violent disruption. The law does not prohibit a student from attending other classes or courses from which the student has not been removed. For students whose schedules include multiple classes taught by different teachers, local school officials may determine whether the student will attend other classes following a removal period, consistent with district policies.

The student is required to make up any work that the student missed while the student was under the supervision of the principal or principal's designee

The principal, or the principal's designee, will inform the Parent/gaurdian of a removal and any disciplinary action. If the removal included a threat of violence or incident of violence that results in injury, property damage or assault, the teacher will report to the principal or administrator within 24 hours and the principal/administrator will notify the parents/guardians of the student who made the threat or caused the incident and the target/victim within 24 hours after the teacher report.

For attendance purposes, a student's temporary removal from the classroom does not count against a student's daily absence and attendance summary. However, all classroom removals due to a nonviolent or violent disruption must be sufficiently documented to identify when the removal occurred, the problem behavior that resulted in the removal, and any subsequent action taken (e.g. call home, detention,

suspension)

**DUE PROCESS**

Students and/or parents who feel discontented with decisions made in accordance with school rules and regulations by teachers, coaches or other non-administrative personnel may appeal the decision to the building administrator in writing within five (5) school days following the notification of the action. Following the review, the administrator shall affirm, reverse, or modify the previous decision and notify the parent and student. Students and/or parents who are discontented with the decision of the administrator may file a request for review with the Superintendent or designee within five (5) school days after the notification of the building administrator's decision. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse or modify the building administrator's decision. Students and/or parents may appeal in writing the Superintendent's decision within 5 days to the local Board of Education. State law provides for an appeal beyond the local Board of Education.

# MISCELLANEOUS

**GUIDANCE SERVICES**

The guidance program is designed to give students helpful understanding and direction in meeting educational, vocational, social, civic, and personal problems. The counselors attempt to help each student choose their future activities in light of an understanding of their own abilities, aptitudes, and interests, and stand ready to counsel with students or their parents at any time.

- Student Access to Guidance Services
- Students need permission from the counselor to be excused from a class or study hall to visit the guidance office.
- In-School Visits with College Representatives (Juniors and Seniors Only)
- Secure the counselor's permission to see the representative by completing the sign-up process. The counselor will notify teachers of the students who will be meeting with the college representative.
- College Visitation
- Juniors and seniors will be excused from school to visit a college providing arrangements are made a minimum of 3 days ahead of time with their counselor. Juniors and seniors will be allowed 2 college visits per year. The steps for an approved college visit include:
    - Get a college visit request form from the counselor's office, have your teachers sign it and return it to the counselor's office.
    - A parent must notify the office by phone or email prior to the visit.

**SCHOOL SPIRIT**

School spirit is more than attending a sporting event and cheering for the Wolverines. It is an attitude that needs to be part of the culture of everyday life here at South O'Brien. The main components of positive school spirit are:

- Students need to respect themselves, others and all property.
- Students need to treat others with the same courtesy that they would want extended to themselves.
- Students should take pride in all things here at South O'Brien: the building, the effort put forth to meet goals, and the accomplishments of goals achieved. Most importantly, students should take personal pride by always doing their best at all times, in all phases of school life, be it in the completion of daily work or a test, performing on stage or in the field of athletic competition.
- Students need to show a sense of sportsmanship by winning and losing with a sense of class, no matter what the activity.
- Students removed from an extra-curricular event will have to watch the NHSA Sportsmanship video and will be removed from a number of upcoming events based upon the administration's discretion based upon the situation that led to the removal.

**AUTOMOBILES AND PARKING**

Driving a motor vehicle to school is a privilege. Students who drive to school shall park in their designated parking area. Students may not loiter around or be in their vehicle during the school day without permission from the principal.

Student driving permits will be issued to students in grades 9-12 if the student lives more than one mile from the school. Students who live within one mile of school may also be eligible for a student driving permit for driving to and from school, school activities, and practices if the administration determines the need exists for the school permit.

Students who wish to drive to school shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion

**PHYSICAL EDUCATION CLASSES**

State law requires physical education. Those who are unable to participate should provide the school with a doctor's excuse stating the reason for not participating. Students shall wear proper attire during gym class. Students in grades 9-12 may be allowed to have physical education waived if it is due to a conflict resulting from taking 8 classes.

**FIRE EXITS AND DISASTER AREAS**

These are designated in each classroom. Follow the directions given in each room.

**DRESS CODE**

Students are expected to dress appropriately, professionally and with modesty, for the school setting. Clothing that may be appropriate for other events or a setting is not always acceptable in a learning environment. Any style of dress, article of clothing, or hairstyle, which interferes with or disrupts the maintenance of an atmosphere conducive to learning is unacceptable. These apply at school, extracurricular, and away events where you are representing South O'Brien.

- Shoes are to be worn at all times. Shoes or boots that leave black rubber marks on floor or walls are prohibited.
- Any article of clothing that is obscene or which contains profane or sexually suggestive language/graphics/pictures is unsuitable attire.
- Any article of clothing which promotes illegal drugs or alcohol is considered improper.
- Hats, caps, hoods, do-rags, and bandanas are not to be worn in school. Scarves are not to be worn on the head unless worn for religious purposes etc.
- Any item associated with gangs, gang symbols, or gang colors is prohibited.
- Any article of clothing which is excessively revealing or disruptive is considered improper. Spaghetti straps, midriff tops, muscle shirts, short shorts, and tops that reveal excessive cleavage are not permitted. Overalls worn without a shirt are not permitted. Undergarments should not be visible.
- Blankets will not be allowed during the school day.
- Sunglasses will not be permitted during the school day.

- Pajamas and bedroom slippers will not be permitted.

The building administrator has the final determination of the appropriateness of any questionable attire.

Repeat offenders may be issued disciplinary action for insubordination.

**TRANSPORTATION**

The following policies will apply in the use of school owned transportation:

- Students will ride in the bus assigned by the district.
- Bus drivers will operate on a regular schedule. Deviation from this schedule will be made if weather and road conditions warrant.
- Bus drivers will not be required to wait for student pick-up more than a reasonable length of time. If a student is not riding, the driver should be signaled to go on.
- The bus driver has complete charge of the conduct of the students and has the authority to assign special seats to students whose conduct is detrimental to the safety of the group.
- In cases of misconduct on the bus, a school administrator and head of transportation shall deal with the problem and may set a period of time that the student will be excluded from school district transportation (refer to the discipline grid).

**ACTIVITY BUSES**

Students on activity trips should return home with their group, team, organization or class. Leaving early is discouraged; however, when necessary, their parent(s) must personally sign-out the student with the sponsor or coach. If transportation with another adult is needed, it must be arranged ahead of time through the principal's office. Once approved, the permission must then be provided to coach or sponsor.

**FAMILY TIME**

Wednesday nights are designated as family times in the South O'Brien School District. Students and activity sponsors are not to schedule a school activity that goes past 6:00 PM on Wednesday. There may be times when activities outside the school's control will fall during these times.

**PROCEDURE FOR INVESTIGATING ABUSE OF STUDENTS BY EMPLOYEES (LEVEL I INVESTIGATORS)**

It is the policy of the South O'Brien School District that school employees not commit acts of physical, sexual or verbal abuse, including inappropriate and intentional sexual behavior, toward students. Any suspected child abuse allegation will be reported to the Iowa Department of Health and Human Services (HHS), effective July 1, 2025, for the following types of abuse: physical, sexual, or prostitution. In order for a report to be accepted, the allegation must 1) involve a school employee, volunteer or other adult working as a vendor in or for the school, 2) involve a student, 3) meet the physical, sexual, or prostitution categories of abuse, and 4) take place on school grounds during school time, or on or at a school-related curricular or extracurricular activity. If the credible report is accepted, the school employee is placed on administrative leave until the investigation ends. The Child Protection Worker has 30 business days to complete their investigation and coordinate with law enforcement as appropriate. The outcome is shared with both the school district and the Board of Educational Examiners (BoEE). 6 If the investigation report by HHS determines abuse has been committed, the employee must be terminated.

# EXTRACURRICULAR ACTIVITIES

**ATTENDANCE ELIGIBILITY**

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school
- Be under 20 years of age if in athletics, music, or speech activities
- Be enrolled in high school for eight semesters or less if in athletics, music, or speech activities
- Not be a member of a college squad, nor trained with a college squad, nor have participated in Any college contest, nor engaged in that sport professionally
- Be in school the day of the activity unless prior permission has been given by the principal for the student to be absent; to be absent for the whole day and still be eligible for the scheduled event or practice, it must be approved by the building principal
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student
- Meet certain academic standards

These standards shall apply to all students in grades 7-12 who participate in any extracurricular activity, including, but not limited to, athletics, cheerleading, clubs, organizations, drama, music, and speech.

**STUDENT CONFLICT WITH SCHOOL-SPONSORED ACTIVITIES**

When a student has a conflict because two school-sponsored events being held on the same day, a state event* will always take precedence. When the activities are state-sanctioned or school-sponsored and are not a state event*, the parents and student will decide which event to attend and the principal/teacher/coach will honor that decision as final. No student will be punished in any way due to this parental decision. (*state event - state basketball tournament game, state track meet, all-state music, etc.)

**STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The Board of Directors of the South O'Brien Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school 365 days a year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule and Academic Ineligibility and communicate this information in a timely manner to students, parents, and staff.

The following activities are covered by board policy and these rules: Athletics, designated instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and dance team, or any other activity where the student represents the school outside the classroom.

**IOWA HIGH SCHOOL ATHLETIC ASSOCIATION HIGH SCHOOL ACADEMIC ELIGIBILITY STATE-MANDATED "NO PASS, NO PLAY RULE" FROM IOWA CODE 36.15 (2)**

- All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- All contestants must be under 20 years of age.
- All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. Coursework taken from a postsecondary institution and for which a school district grants academic credit toward high school graduation shall be used in determining eligibility. In other words, students who fail jointly administered college classes, or withdraw from them after the first drop date, will be ineligible for athletics for 20 days starting with the first day of competition.
    - Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. For the purposes of this sub rule, "grading period" shall mean the period of time at the end of which a student in grades 9-12 receives a final grade and course credit is awarded for passing grades.
    - If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions (not practices) in which the contestant is a contestant for 30 consecutive calendar days.
    - These rules govern all IHSAA and IGHSAU sanctioned sports including but not limited to – cross country, volleyball, football, basketball, wrestling, track, golf, softball and baseball.

**THE IHSAA (SPEECH) AND THE IHSMA (MUSIC) "NO PASS, NO PLAY"**

Iowa Code requires that, because these activities do not have "seasons" and since they are not included in the DOE rule, they require students to serve immediately the next 20 days. The Iowa High School Athletic Association does not recognize the 20 days served for music or speech, so students will be required to sit out an additional 20 days for the next athletic competition they participate in as outlined above.

**CHEER/DANCE "NO PASS, NO PLAY"**

Cheer/Dance team eligibility falls under local academic eligibility. The guidelines for the South O'Brien Cheer/Dance team will follow the same guidelines as the other athletic activities under the policies of the Iowa High School Athletic Association, as outlined above. However, the Iowa High School Athletic Association does not recognize the 20 days served for cheer/dance, so students will be required to sit out an additional 20 days for the next athletic competition they participate in as outlined above.

**LOCAL ACADEMIC ELIGIBILITY**

Remaining school activities fall under local policy for eligibility guidelines including any other activity where the student represents the school outside of the classroom.

Student academic progress will be checked every two weeks. Students may become ineligible for extracurricular activities (athletics, music, other) for the next two weeks (10 consecutive school days) if the student has 2 Fs or 2 incompletes, 3 Ds, 1 F or incomplete and 2 Ds. A week of ineligibility runs from Sunday through Saturday.

Initially, when a student has 2 Fs or 2 incompletes, 3 Ds, 1 F or incomplete and 2 Ds, the student is put on probation for 2 weeks. During the probationary period, each student is given 2 weeks to raise his or her grades. If the student raises their grades, they remain eligible. If a student does not raise their grades, they will become ineligible the next academic eligibility cycle.

A watch list will be maintained for students that have an F or Incomplete and D or 2 Ds.

Progress reports will be mailed to parents every two weeks. Students who fall behind in their work and are at risk of failing their class(es) will be referred to the Student Assistance Team (counselor, student advocate, and principal.) The school will report interventions on the Comprehensive School Improvement Plan (CSIP).

**TRANSFER STUDENTS-GOOD CONDUCT RULE**

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

**NON-SCHOOL TEAM PARTICIPATION**

A student who is participating in a sport sponsored by the school may participate in that sport as an individual or as a member of a team in an outside school event during the same season in which the school sport is scheduled. If this policy is to continue, it will be the expectation of the school that school activities, such as practice or games, take preference over other activities involving that same sport outside of the school's jurisdiction. If the student would miss practice or a game to participate in a non-school sponsored activity involving that sport, the student may be involved in sanctions such as decreased playing time, loss of position, or even removal from the team, if warranted.

**SCHEDULED COMPETITIONS/PERFORMANCES**

The following is a list of those school activities that will be counted as scheduled competitions/performances and those that will not count.

Performances that count toward a student regaining eligibility include (may not be all inclusive):

- Athletic: Baseball, Basketball, Cross Country, Cheer/Dance, Football, Golf, Softball, Track, Volleyball, Wrestling (shared)
- Non-Athletic: Competitive Speech, Dinner Theater, FFA Competition Teams, Jazz Band/Choir, Model UN, Quiz Bowl, Show Choir, Solo/Ensemble Contests, Vocal Select Groups

The student must be a designated member of a group before the infraction for that performance to count.

Scheduled competitions/performances that DO NOT count toward a student regaining eligibility: jamborees, scrimmages, pre-contest music recitals/parents' night, dinner theater cooking or any committee work (may participate but may not get out of school time), yearbook, newspaper, prom, graduation exercises, and dances.

**ELIGIBILITY POLICY**

A student ruled ineligible for extracurricular activities due to failing grades or a Good Conduct Policy violation must serve their ineligibility during the current (if currently involved in an activity) or next activity in which they participate. The student must practice with the team during the ineligibility period of time and must finish the season in good standing. If the student does not finish the season, the ineligibility will continue in effect during the next activity in which they are involved.

**SHARED ATHLETES' POLICY**

Students are permitted to participate in two activities at the same time. It is the students responsibility to communicate effectively with both coaches/sponsors on their weekly schedule. It is the responsibility of the coaches/sponsors to work out conflicts that arise without putting the student in the uncomfortable position of making a choice.

**GOOD CONDUCT POLICY**

It is the belief of the South O'Brien Community School District that our students should conduct themselves as good citizens if they desire to represent the South O'Brien Community School District at public performances. It is a privilege and honor to be able to represent your school. Students who participate in extracurricular activities should realize that they serve as role models for other people and their attitude and behavior can have a great impact on these people.

A student whose habits and conduct are not consistent with the ideals, principles, and standards of the South O'Brien Community School District may be declared ineligible to participate in extracurricular activities. This applies during the full calendar year and includes habits and conduct both in and out of school.

Any participant observed with possession of or using a controlled substance, alcohol, or tobacco by school officials, admits to school officials or to law enforcement officers, or is placed under the Juvenile Court Services will be declared ineligible.

**First Offense:**

- If the student admits within three (3) school days of the violation to the principal (or designee), the ineligibility will be one fifth (⅕) of the scheduled competitions/performances. 2. Violators who do not admit their guilt within three (3) school days will be dealt with in the following way: Ineligible for one third (⅓) of the scheduled competitions/performances.

**Second Offense:**

- All second offense violations will be deemed ineligible for one half (½) of the scheduled competitions/performances.

**Third Offense:**

- Ineligible for all scheduled competitions/performances in all extracurricular activities for the remainder of his/her high school years.
- After twelve (12) calendar months, the student may appeal to the Board of Education for

reinstatement.

**General Information:**

- South O'Brien does not hold students out for fractions of competitions/performances. Good Conduct Violations are rounded up to the nearest full number. Example: ⅕ of 12 track meets = 2.4 which results in the student athlete being suspended for three competitions/performances.
- After the length of the suspension has been determined based on the schedule, it will not change due to cancelations. If a competition is canceled due to weather or other circumstances, it will not count towards the suspension. The student will be required to miss the same number of events set before the season even if the canceled events are not made up.
- Suspensions will accumulate over a participant's four-year high school career (i.e., the count does not start over each year).
- A participant who has committed a third offense will be granted a right to appeal their permanent suspension after a one-year period of time provided no additional violations have occurred.
- An ineligible student must practice with the team and attend all team functions but cannot be in uniform for any scheduled competitions/performances. If the suspension is 12 months or greater, the ineligible student will not be expected to practice or attend all team functions.
- A student must be in attendance for the full school day in order to be eligible for a school-sponsored activity. Exceptions may be made by the principal or designee.
- A student will be ineligible during the period of an appeal if the offense is appealed.
- A student who is ineligible may not go out for an extracurricular activity for which practice has already started to help satisfy the number of public performances that must be missed.
- During all vacations, all references to "school days" in this Good Conduct Policy shall become "business days". Students should notify school personnel (administrators) within three (3) school or business days.
- When a student has a violation and they do not participate in any extra-curricular activities, these will be maintained for 12 calendar months should the student decide to participate in the future.
- If a student is involved in concurrent activities, the period of suspension will be the lesser of the consequences from the activities the student is involved in, but the consequences will be applied to all activities during the time of the suspension.

**Due Process**

All students are entitled to their due process, and shall have the right to file a formal complaint alleging violation of his/her rights to the above policy.

Level One: Superintendent

After the decision has been made to declare a student ineligible, the student and/or the parents/guardians shall have three (3) school days to file an appeal with the

superintendent. The appeal shall be heard by the superintendent at the earliest feasible opportunity, but no later than seven (7) days following the filing of the appeal. A decision in writing will be rendered by the Superintendent within three school days after receipt of the written appeal.

Level Two: Board of Education

An appeal of the decision of the superintendent may be made to the Board of Education. The appeal shall

be made with the secretary of the Board of Education within three (3) school days of receipt of the superintendent's decision. The Board of Education will hear the appeal no later than the next regularly scheduled meeting. This will be a closed session unless the student and/or the parents/guardians request that the hearing be in a public session.

General Due Process Provisions

- A grievance not processed within the time limits of any step of the procedure by the grievant shall be considered resolved on the basis of the last answer.
- In the event a grievance is filed at such time that the supervisor, teacher, principal, or superintendent is absent from duty, such grievance shall be resolved upon return to duty by the above-mentioned parties.
    - A student will be ineligible during the period of an appeal if the offense is appealed.
    - The student may be represented by legal counsel during any or all phases of the appeal process.
    - Any appeal and/or decision shall be in writing.