

# OSAGE HIGH SCHOOL STUDENT HANDBOOK

## 2019 -2020

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Osage Community School  
820 Sawyer Drive  
Osage, IA 50461

641-732-3102

[www.osage.k12.ia.us](http://www.osage.k12.ia.us)

### **REGULAR HS SCHEDULE**

1st period	8:10 - 8:54
2nd period	8:57 - 9:41
3rd period	9:44 - 10:28
4th period	10:31- 11:15
5th period	11:18 -11:40 - A lunch 11:40 - 12:02 - B lunch 12:02 - 12:24 - C lunch
6th period	12:27 - 1:11
7th period	1:14 - 1:58
8th period	2:01 - 2:45
Green Time	2:48 - 3:15

### **10:30 LATE START**

Green Time	10:10 – 10:27
1st period	10:30 - 10:58
2nd period	11:01 - 11:29
5th period	11:32 - 11:54 – A lunch 11:54 - 12:16 - B lunch 12:16 - 12:38 - C lunch
3rd period	12:41 – 1:09
4th period	1:12 - 1:40
6th period	1:43 - 2:11
7th period	2:14 - 2:42
8th period	2:45 - 3:15

### **WED. 2:00 pm PD EARLY OUT Schedule**

1st period	8:10 – 8:48
2nd period	8:51 – 9:29
3rd period	9:32 – 10:10
4th period	10:13 – 10:51
5th period A	10:54 – 11:15
B	11:15 – 11:36
C	11:36 – 11:57
6th period	12:00 – 12:38
7th period	12:41 – 1:19
8th period	1:22 – 2:00
No Green Time	

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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) Fifty-two (53) credits are required for graduation and from the Osage Community High School. 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:**

Four (4) credits of Phy. Ed

One (1) credit Personal Finance

Six (6) credits of Social Studies

Eight (8) credits of English – One (1) credit of those must be Speech starting with graduating class of 2018

Six (6) credits of Science

Six (6) credits of Mathematics

One (1) credit computer science class beginning with the class of 2022

The required courses of study will be reviewed by the board annually. Required classes include:

English ~ English 1, English 2, English 3 and speech, plus an additional English elective

Science ~ Physical Science, Biology, and 2 additional Science credits

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

Math ~ 6 credits are required from any of the offered math courses

Computer Science ~ 1 credit earn from any HS computer science course beginning with the class of 2022

### **GRADE MEMBERSHIP**

- When you enter high school from 8<sup>th</sup> 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 (11<sup>th</sup> grade) provided you have earned 22 or more high school credits.
- You will be promoted at the end of that year to senior (12<sup>th</sup> 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 (Except for Electronic Devices/Cell Phones)

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

## **DISCIPLINE POLICY PENALTIES**

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 and will not be permitted to eat lunch in the in the lunch room for three days.
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. **Being in cars during school day without permission and/or propping school doors open to building.**

Start at step two

H. **Harassment/Bullying** (*Administration/staff always reserves the right to increase the consequences*)

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. Fourth 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. **Pulling fire alarms**

Start at step four plus police charges filed

**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 five or greater

**P. Deliberate destruction or defacement of school property.**

Start at step five plus restitution

**Q. Possession or use of tobacco products or look a-likes on school property or at a school activity. This is to include (ENDS) Electronic Nicotine Delivery Systems. I.e. Vaporizing pens and electronic cigarettes.**

Start at step five; plus good conduct violation if applicable

**R. Possession or use of alcohol on any school property.**

Start at step five plus possible charges filed; plus good conduct violation if applicable

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

Start at step five

**T. Theft of school or personal property.**

Start at step five plus restitution. Charges filed; plus a good conduct violation if applicable

**U. Assaulting or insulting a school district employee on or off school property.**

Start at step six

**V. 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

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

Start at step eight, nine or ten

## 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.

## ELECTRONIC DEVICES AND CELL PHONES POLICY

While in class, students are expected to have their cell phones put away and on silent. They can only be used when their teacher(s) give them permission to have them out for educational purposes.

**1<sup>st</sup> time offense** – Device will be taken away and kept for the remainder of the day. Student(s) may pick their electronic device/phone up in the office after school.

**2<sup>nd</sup> time offense** – Device will be taken away and returned to the student's parent at the end of the day. They will need to pick up phone from office.

**3<sup>rd</sup> offense** – Device will be taken away and returned to the student's parent at the end of the day. The student will be assigned a 30 minute detention.

**4<sup>th</sup> and subsequent offenses** – Device will be taken away and returned to the student's parent at the end of the day. The student will be assigned a 60 minute detention.

### **NEW for 2018-19**

Cell phones with cameras and other portable Handheld Technology Devices (HTD) capable of storing and/or transmitting and/or receiving images **are banned** from use for any purpose in locker rooms and restrooms at **ALL** times. Students will be disciplined for any use of HTD's in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others **without their permission** in the school building, on school property (to include school vehicles), or at any school activities (unless recording a public performance, such as a game, concert, contest, etc.) without the consent of a teacher, coach, or administrator. If someone does this and shares it with others or on social media without consent, it could be considered grounds for bullying/harassment and subjected to reasonable discipline.

## **COMPUTER/TECHNOLOGY MISUSE CONSEQUENCES**

Students, who misuse technology, access restricted material, bully others, or do not follow the Internet acceptable use policy, expectations, and regulations established by the school district shall be disciplined using the following consequences:

**First Offense:** the student may lose Internet access and computer privileges for up to three weeks (or longer if administration feels the action warrants stiffer penalties).

**Second Offense:** the student will lost Internet access and computer privileges for a minimum of three weeks (or longer if administration feels the action warrants stiffer penalties).

**Third Offense:** the student will forfeit all Internet and computer privileges for the remainder of the school year.

## **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 (GLBT).*

**(Bullying continued)**

***Harassment and bullying of students will not be tolerated in the school district. 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.***

***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.***

**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.

**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.

**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.

**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).

**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.
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 TV's, etc. If you violate these rules you will be assigned an additional Saturday.
10. If you are late you may be denied admission.



### **IN OR OUT-OF-SCHOOL SUSPENSION AND SATURDAY SCHOOL – Continued**

11. Students who fail to show up for a Saturday school a second time without prior communication will not be permitted to attend school until a parent/guardian, student and principal conference has taken place.
12. Students who are not following Saturday School rules will be required to leave and will not be permitted to attend school until a parent/guardian, principal meeting has taken place.

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 for school rules, and repeated office referrals.

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.

### **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 substantially 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, tops, or dresses that are too revealing. ie. cleavage and/or exposed body parts at the discretion of the staff.

- \* clothing that advertise illegal substances including but not limited to alcohol, tobacco, and drugs.
- \* clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.
- \* hats, bandanas, head scarves, students wearing their hoods up while wearing sweat shirts or other such head attire worn during class time (acceptable on designated days only)
- \* tank top T-shirts

### **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.

### **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.

### **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.

### **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

### **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.

### **FIRE AND DISASTER (TORNADO DRILLS)**

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

### **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 8:10 a.m. and after school from 3:15 until 4:00 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. Lockers are subject to being searched by school administration. They are storage places for items of a private or personal nature, such as money and valuables; not for 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.

### **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. 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".
2. The admit slip must be presented to the teacher of each class for assignments.
3. Parents should not request that students be excused from school except in the case of an emergency.
4. Any student who writes or presents a false note will be suspended for up to three days and parents must meet with the principal for reinstatement of student.

### **Absenteeism – Unexcused Absences**

Consequences may include the following (These should be understood to be “guiding principles” and not “inflexible requirement.”)

#### **High School 9<sup>th</sup> – 12<sup>th</sup> grade**

- Level 1 - Parent Notification after 3<sup>rd</sup> absence per class, per semester; attend Saturday School
- Level 2 - Parent Notification after 5<sup>th</sup> absence per class, per semester; serve in school suspension (as determined by principal)
- Level 3 - Parent Notification after 7<sup>th</sup> absence per class, per semester; removal from the class with no chance to earn credit

### **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.

### **ELIGIBILITY RULES:**

**Academic rules** - Grades will be checked by administration at 4½, 9, 13½, and 18 week periods each semester. 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 2 weeks. 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 academically ineligible. The ineligibility period will be 30 calendar days per to the Iowa Department of Education and the Iowa Girls/Boys Athletic Associations.

### **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.

### **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.

### **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](http://www.klssradio.com); [www.kimt.com](http://www.kimt.com); [www.kribradio.com](http://www.kribradio.com); [www.ky102.net](http://www.ky102.net). If weather conditions make it "unsafe" to transport students, they will not be sent home.

### **NONDISCRIMINATORY STATEMENT**

Students, parents, employees and others doing business with or performing services for the Osage Community School District are hereby notified that this school district does not discriminate on the basis of age (except students), race, religion, creed, sex, marital status, socio-economic status, national origin, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact the High School Counselor, Osage Community School, 641-732-3102, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3 (2007).

### **NURSE**

The Health Office is located adjacent to the Middle School Office. The nurse or the health assistant is available to treat injuries and assist with personal problems. Medications to be taken during the school day are to be stored in the Health Office. The medication administration permission form must be filled out by a parent or guardian and the medications must be in the original container with the pharmacy label.

Students wishing to go home early due to an illness are required to see the nurse or have principal's approval before being allowed to leave school. They must also sign out from the office.

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 unnecessarily opens the cabinet door, activating the alarm, will be subject to disciplinary actions.

### **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; cars, motorcycles in the east high school parking lot. High school students driving mopeds are to park them in the southeast parking lot (FAA/Ag Room). The parking lots on the south side of the middle and high school (Supt. Office parking lot) are reserved for staff. As well as the parking spots nearest to south and east side of the band doors. Lastly, any parking spots marked for staff or CRC should not be used by students.

### **POP MACHINE AND BEVERAGE POLICY**

Pop machines are available in the middle school and high school main entries before 8:10 and after 3:45 p.m. Only resealable beverage containers may be brought into the school building and/or be in lockers. It is up to the discretion of the teacher whether food or drink is allowed in their 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. The school district may use drug dogs and police to help carry out searches.

### **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 3 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
- 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 outside the high office 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 also notify students of their messages by e-mail and/or intercom)

Cell phones are only permitted to be used in the class rooms or study halls with the teacher's permission. They should not create any disturbance or disruption of school operations. They may be used any time before 8:10 a.m., after 3:15 p.m., and in the cafeteria during designated lunch shift.

### **STUDENT TRANSFERS**

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, computers and paying fees, must be fulfilled before a student leaves.

## **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 products or tobacco product look-a-likes in any form. Possessed or used Electronic Nicotine Delivery System (ENDS) or any electronic vaporizing device containing nicotine or any other substance. This includes the devices themselves and products which may be used to refill or reload them.
- 3) Possessed or used a controlled substance as defined by Iowa Code. Possessed over-the-counter (OTC) or prescription medications on school property without prior notification of school personnel by a parent or guardian. Possessed or abused OTC or prescription medications recreationally on or off school grounds. "Abused" is defined by taking more than the recommended or prescribe dose or taking a medication that has been prescribed to another individual. "Recreationally: is defined by use for enjoyments rather than to treat a medical condition.
- 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, IT, and United Nations and DECA.

### **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. (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.

## **(Appendix A) 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.

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 unwanted remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc.; and
- Demeaning jokes, stories or activities.

**Note: Bullying doesn't always have to be repeated to be considered bullying!**

I ask each and every one of you to do your part to be a responsible and respectful member of this great Osage Green Devil Family! In addition I ask that you **SHOW RESPECT** to everyone you come in contact with.... Not once in a while or most of the time.... **BUT, EVERY MINUTE OF EVERY DAY OF YOUR LIFE!** If you do this... You will be successful and we will take this high school to that next level! **TO BE THE BEST HIGH SCHOOL IN THE STATE and COUNTRY!**

Have a great 2019-20 school year!

*Mr. Hejhal*