

Osage High School Student Handbook

2024-2025

**Osage Community School
820 Sawyer Drive
Osage, IA 50461**

641-732-3102

www.osage.k12.ia.us

Regular Schedule

1st Hour: 8:10 - 8:55
2nd Hour: 9:00 - 9:45
3rd Hour: 9:50 - 10:35
4th Hour: 10:40 - 11:25
5th Hour: 11:30 - 12:45
Lunch (11:30 - 11:55) Class (11:55 - 12:45)
Lunch Class 11:30-12:20) Lunch (12:20-12:45)
6th Hour: 12:50 - 1:35
7th Hour: 1:40 - 2:25
8th Hour: 2:30 - 3:15

2:00 Dismissal Schedule

1st Hour: 8:10 - 8:46
2nd Hour: 8:51 - 9:27
3rd Hour: 9:32 - 10:08
4th Hour: 10:13 - 10:49
5th Hour: 10:54 - 11:55
A Lunch (10:54 - 11:19) Class(11:19 - 11:55)
Class (10:54-11:30) B Lunch (11:30-11:55)
6th Hour: 12:00 - 12:36
7th Hour: 12:41 - 1:17
8th Hour: 1:22 - 2:00

Late Start

1st Hour 10:10 - 10:40
2nd Hour 10:45 - 11:15
3rd Hour 11:20 - 12:15
A Lunch: 11:15 - 11:40 Class 11:45 - 12:15
Class: 11:20 - 11:50 B Lunch 11:50 - 12:15
4th Hour 12:20 - 12:50
5th Hour 12:55 - 1:25
6th Hour 1:30 - 2:00
7th Hour 2:05 - 2:35
8th Hour 2:40 - 3:15

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GRADING

Osage High School uses a Standards-Based Reporting System which is illustrated in the table below. Students will not be graded on homework or formative assessments. The only thing utilized to provide student grades at the end of a semester will be their summative assessment grade on each standard. Homework and formative assessments are still critical parts of the learning process and learning in real-time is vital to student success. While they may not figure into the overall grade, homework and formative assessments are still expectations for students to complete within the classroom in order to meet standards on their summative assessments. The only grades at Osage High School that will not follow this system will be those classes which are taken for credit through NIACC.

Achievement Level	Standard Criteria	Student Language
4	Exceeding Standard	I have a deep understanding of this standard and can therefore independently extend my knowledge of this standard to solve problems or find connections in complex or unfamiliar situations or scenarios.
3	Meeting Standard	I understand this standard and can independently explain or summarize it to my teacher or solve a familiar problem with this knowledge.
2	Approaching Standard	I have basic understanding of the content/concepts/skill, but I am struggling to explain or demonstrate that I understand the how or why of my learning. I need some support.
1	Below Standard	I am struggling with this content and consistently require support.
0	No Evidence	I haven't completed or turned in my assessment. I need intensive support.

****To pass each course, a student must pass each standard at a minimum of a level of 2. Anytime a student has scored a 0 or 1 on a standard, that will immediately trigger additional rounds of reteaching, relearning, and reassessment so that all students can be successful on all standards in their coursework.**

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.

All of our students, parents and community members 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 we have of our school. This continued pride builds great school morale. School pride is displayed every day by one's conduct both in and out of school. School pride is also exhibited by your conduct in the hallways and classrooms of our school, the cooperation/respect that happens each day between our students and teachers, and the collaboration of our staff and students with our valued community members. We are preparing students to be resilient life-long learners with the skills to be successful in any career path they choose. Simultaneously, we are preparing students to work together to solve complex problems, and become the leaders of tomorrow. All of these factors help to make Osage High School one of the most outstanding schools in the state of Iowa, and a school we are proud to say that is ours!

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 students from participation for violation of rules established for the orderly governance of the school.

- 1) Fifty-four (54) 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 a minimum of 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 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 Behavior.

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 8th grade, you will be a member of the freshmen (9th grade) class.
- You will be promoted at the end of that year to sophomore (10th grade) provided that you have earned 11 or more high school credits.
- You will be promoted at the end of the next year to junior (11th grade) provided you have earned 22 or more high school credits.
- You will be promoted at the end of that year to senior (12th grade) provided you have earned 33 credits or more high school credits.

REGISTRATION INFORMATION AND DROPPING SUBJECTS

No students will be allowed to make a course change without special permission from the teacher, parent, counselor, 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.

DISCIPLINE POLICY STATEMENT**Student Conduct (Reference Board Policy 503.1)**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate

in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

Impermissible Conduct

Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral, or inappropriate behavior that includes, but is not limited to, the following:

1. Open and/or persistent defiance/disrespect of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person;
3. Inciting others to violate the law or school rules;
4. Vandalism or destruction of property;
5. Theft or possession of stolen goods/property;
6. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
7. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
8. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
9. Possession, use or being under the influence of alcoholic beverages;
10. Use, possession, and/or transmission of tobacco or imitation substances such as electronic cigarettes or vaping devices;
11. Profanity or other language that seeks to demean individuals and/or groups;
12. Student dress which is not in line with the dress code, condones illegal activity or in some way disrupts the educational process;
13. Failure to abide by corrective measures for previous acts of misconduct;
14. Harassment or bullying of another person in any form;
15. Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability;
16. Reckless driving on school property or being in cars/parking lot during the school day without permission;
17. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.
18. Presence in unsupervised areas, or any area other than your assigned location, such as locker rooms, hallways, classrooms, gyms, the cafeteria, or other areas without permission during the school day.
19. Skipping class time.
20. Departure from the school building during the assigned school day without permission from parent or guardian and knowledge of the administration.

DISCIPLINE POLICY PENALTIES

School personnel utilize administrative discretion to determine precisely what sanction should be imposed for each infraction. Every effort is made to relate the consequence or sanctions as directly as possible to the student's behavior. The intent is to change future behavior and to address the factors contributing to the student's actions. A student may struggle in an academic class because they lack some, or all, of the skills necessary in that particular course. Similarly, a student misbehaves because they lack the behavior skills necessary for success. Osage High staff will place a large emphasis in teaching appropriate behavior skills to all students, especially those who are at an increased need. The range of available consequences or disciplinary measures include, but are not limited to, the following:

Student conferences; Restorative practices; Development and implementation of an improvement plan; Verbal warning; Loss of special privileges (open periods/senior leave, parking, dances, etc.); Referral to counseling staff;

Reassignment to another class; Confiscation of unapproved items (cell phones, etc.); Parent or guardian conference with teacher; Parent or guardian conference with administrator; Work option or community service; Before/after school detention; Lunch detention; Parent or Guardian contact; Removal from the classroom; Probation; In-school suspension; Out-of-school suspension; Reassignment to an alternative program; Expulsion; Payment of damages; Notification of law enforcement.

ELECTRONIC DEVICES AND CELL PHONES POLICY

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

1st 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.

2nd 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 the phone from the office.

3rd offense – Device will be taken away and returned to the student’s parent at the end of the day. Potential of additional disciplinary action including not allowing the cell phone at school.

VIDEO RECORDING OTHERS WITHOUT PERMISSION:

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 lose 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 (LGBTQ+).

Harassment and bullying of students will not be tolerated in the school district and should be reported using [this form](#). 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.

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!

BACKPACK

Backpacks are not allowed in the classroom. Exceptions must be approved by the principal.

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

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

1. Students on out-of-school suspension will not be allowed to attend or participate in school activities for the time of their suspension. The student cannot be on school grounds during the time of this suspension.
2. If a student is on out-of-school suspension, the days he/she will be held out of activities will begin the day the suspension is determined.
3. Parents will receive direct communication from the principal informing them of the suspension and reasons for the action taken.
4. No sleeping, no talking, no music, no electronic devices in ISS outside of what is educationally necessary to complete assigned tasks will be permitted.
5. If you are late, time will be added to the suspension or OSS may apply.
6. Students who fail to show up for an ISS without prior communication will not be permitted to attend school until a parent/guardian, student and principal conference has taken place and the ISS time served.
7. Students who are not following suspension rules will be required to leave and will not be permitted to attend school until a parent/guardian, principal meeting has taken place and the full ISS has been served.
8. Students on in-school suspension cannot compete but can participate in practice. They may attend the game as a member of the team, but cannot compete.

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.

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 alterations 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:

- * 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.
- * Bandanas, head scarves, students wearing their hoods up while wearing sweatshirts or other such head attire worn from 8:10-3:15 (acceptable on designated days only) Teacher may require students to remove their hats during tests or when hats interfere with learning.

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.

BUS REGULATIONS

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

Students who fail to behave in an orderly manner will be subject to disciplinary measures. The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

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

After 3 warnings for bad conduct, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

PLAGIARISM/CHEATING/ARTIFICIAL INTELLIGENCE

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. The same policy will be held for cheating on a standard assessment.

Artificial Intelligence(AI) is a new tool that can provide new ideas and provide students feedback on their work that can have a positive impact on their depth and rate of learning. However, like other sources, artificial intelligence can be cited if it is used as a source for an assignment. Also, like other sources, it cannot be relied on in its entirety as that would be plagiarism. Using AI to complete an assessment that has been deemed inappropriate, or copying answers for an assessment from an AI source would be no different than cheating and therefore be treated as such.

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. 161.

EMERGENCY DRILLS

Fire, Severe Weather, and Lockdown/Evacuation drills are mandated by the state and are conducted throughout the school year.

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. Library passes can only be obtained from the library staff ahead of time. Study hall monitors or classroom teachers should not send students to the library without permission. 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.

PARKING

Driving to and parking at Osage Schools is a privilege afforded to its students. All motorized vehicles parked by students on campus must be registered. All student parking is in the west lots on a first come first serve basis. Students must avoid spots designated for staff or temporary barriers put in place for special events. There is no cost to register a student vehicle to park at Osage Schools. Students are expected to register their vehicle within the first week of each school year. Parking tags can be picked up in the main office. Only students who are legally able to drive, and have a Osage parking tag, may have parking privileges at Osage Schools.

Students who drive to and park at the school may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave the school when there is no longer a legitimate reason for them to be at the school. Students who drive shall enter and leave the parking lot by the routes designated by

the principal. During the noon hour or anytime between 8:10 a.m. and 3:15 p.m., students will not drive cars, nor will teachers give students permission to drive cars, without first clearing it with the principal's office.

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

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 law. Please see school board policy 501.9 & 501.9R1

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal. Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. Excused absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, and school-sponsored or approved activities.

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

Students who wish to participate in school-sponsored activities must attend school the full day the day of the activity unless permission has been given by the principal for the student to be absent. Students who have not received principal permission to be absent may attend practice but will not be allowed to compete in an event.

It is the responsibility of the parent to notify the high school office as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

Absences will be handled in the following manner:

1. Parents are to call the high school 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. Students arriving at school after the first bell rings, will receive a pass from the office to admit them to class. This pass shall be presented to the teacher of their first class.
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 the student.

TARDIES - UNEXCUSED

Students who are late to school or to a class without permission are unexcused. Consequences may include the following. These should be understood to be "guiding principles" and not "inflexible requirements."

Level I. - Letter sent home after 3 tardies per semester

Level II. - Lunch detention after 6 tardies per semester

Level III. - 30 minute detention after 9 tardies per semester

Level IV. - (2) 30 minute detentions after 12 tardies per semester

Level V. - One-half day (four hours) of in-school suspension after 15 tardies

Level VI. - One day of in-school suspension per semester after 18 tardies and parent conference

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:

Any student who has a failing grade shall be declared ineligible for all activities (athletic and other activities). Grades will be checked at 4 ½, 9, 13 ½, and 18 week periods each semester. Grades will be due on a Friday at the beginning of the school day, ineligibility will start the next Thursday. Teachers have 24 hours to grade assignments/tests and update their grades.

During all ineligibility periods, students must continue to practice, but are ineligible for participation in competition or any other public performances.

Students who do not pass all subjects for the semester will be declared academically ineligible. The ineligibility period will be 20 calendar days per 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 parents 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 by email & Infinite Campus messages, local TV and radio stations and on our school webpage. 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 the principal's approval before being allowed to leave school. They must also sign out from the office.

STUDENT ILLNESS GUIDELINES:

For students to optimally participate in their educational program, they need to be at their highest level of wellness. Students need to be protected from communicable illness while attending school. When a student appears ill, they will be monitored for fever, appetite, stools, and other signs of illness. Upon any sign of illness, the parent/guardian will be notified concerning the illness, the need for medical care, and the need to remove the student temporarily from the school. By adhering to this policy we can help protect students from unnecessary exposure to communicable diseases. The following conditions should be given serious consideration. Any child with these conditions should not be sent to school, and will be sent home if these occur at school:

Fever: Any child with a fever equal to or greater than 100 degrees F orally. The student must be fever free (without use of fever reducing meds) for **24 hours** before returning to school.

Vomiting: Any student who vomits (more than infant "spitting up"). Students may return to school **24 hours** after their **LAST** bout of vomiting (with or without fever).

Diarrhea: Any student who has liquid, loose, frequent stools which are not related to medication or food reaction. Students may return to school **24 hours** after the last bout of diarrhea.

Thrush: Any student with yeast infection of the mouth (thrush).

Cold Symptoms: Professional discretion will be used to evaluate any student with nasal discharge or cough. Medical care is recommended for a student complaining of a sore throat.

Pink Eye, Conjunctivitis: Any student with redness, burning, watering, or discharge about the eyes. Medical care is recommended.

Worms: Any student with pinworms or tapeworms in stools. Medical care is recommended. Child will need a physician's note to re-enter school.

Skin Rash: Any student with multiple lesion or rash accompanied by fever; any student with a skin rash or lesions typical of a communicable illness (scabies, chicken pox, measles, impetigo, ringworm, scarlatina).

Communicable Illness: If your child becomes ill with a communicable disease on a day when school is not in session, please inform school personnel (voicemail or email). Parent letters will be used as needed throughout the school year. For the student to re-enter school, approval from the school nurse or a physician note stating the child is well enough to attend school is needed.

AED

Osage Community High School is pleased to advise you that we have joined in a community effort to place Automated External Defibrillators (AED) in the high school gym and outside the west bathrooms in the middle school. 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 southwest wall. And, the AED in the MS gym is along the south wall. These devices are not to be disturbed except in the case of emergencies.

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 far northeast spots of the east parking lot closest to the outfield corner of the baseball fence. The parking lots on the south side of the middle and high school (Supt. Office parking lots) are reserved for staff. As well as the parking spots nearest to the 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 3:15 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 but with reasonable suspicion, search a student, student's lockers, desks, work areas or student automobiles within a reasonable scope 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. Local law enforcement may be contacted.

ADVISOR/STUDY HALL - (Tuesday and Thursday during 3rd Hour)

- 1) Students will be assigned a designated study hall at the beginning of the school year.
- 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 with permission of the media center supervisor
 - c) go to a classroom with a pass from teacher
- 5) No passes may be issued by the study hall 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.
- 8) Students passing all their classes may have access to their cell phones during the last 20 minutes. Passing is determined by grades in Infinite Campus at that time.

CELL PHONES/EARBUDS

Telephones for student use are located in the high school office during and right after school hours. Students are allowed to use these to make calls with permission.

Cell phones are only permitted to be used in the classrooms 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., during pass time, and in the cafeteria during designated lunch shifts. Bluetooth and wired earbuds and headphones are not allowed to be worn during class. Wired earbuds may be provided by the staff for instructional purposes.

1st Offense: Phone taken away until end of day (to be picked up by student). Offense logged on Infinite Campus with warning.

2nd Offense-Phone picked up by parents during school hours and or consequence deemed adequate by the principal..

3rd Offense-Possible loss of privileges to use cell phone devices on District property.

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 prescribed dose or taking a medication that has been prescribed to another individual. "Recreationally" is defined by use for enjoyment 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:

Note - If a student is involved in both a sport and multiple activities, they will serve the corresponding offense for the next sport and one activity (the next event after the offense). Ex - Honest 1st Offense - A student is involved in Football, FFA, Band, Chorus and DECA. There is a band performance on Saturday and a Chorus concert on the following Tuesday. They would miss two football games and the band performance. They would not have to miss the Chorus Concert. **Esports is considered 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 (see chart) 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 (see chart) 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 (see chart) 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 (see chart) 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 (see chart) 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 (see chart) 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. Students will pay all costs or fees.

OTHER ACTIVITIES:

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

FIRST OFFENSE:

- a. **Honesty Provision:** Students who violate the eligibility policy and report such violations within four (4) days, of said violation, to a school official (activity sponsor, athletic director, or administrator) will be ineligible for the next scheduled non-athletic event, 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, 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, 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, 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, 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, and will be required to satisfactorily complete a school approved counseling program*.

THIRD OFFENSE:

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

FOURTH OFFENSE:

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

* 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. Students will pay all costs and fees.

Code of Conduct Matrix										
Max # Events	9	10	14	21	15	12	12	12	26	26
Offense	Football	XC	Volleyball	Basketball	Wrestling	Tennis	Track	Golf	Baseball	Softball
1st - Honesty	1	1	2	3	2	2	2	2	3	3
1st - Cooperative	2	3	4	5	4	3	3	3	7	7
1st - No Admission	3	3	5	7	5	4	4	4	9	9
2nd - Honesty	2	3	4	5	4	3	3	3	7	7
2nd - Cooperative	5	5	7	11	8	6	6	6	13	13
2nd - No Admission	6	7	9	14	10	8	8	8	17	17
3rd Offense	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months
4th Offense	Rest of HS	Rest of HS	Rest of HS	Rest of HS	Rest of HS	Rest of HS	Rest of HS	Rest of HS	Rest of HS	Rest of HS
(Cheerleading will sit the same # of games as the sport they are cheering for)										
*Student athletes will be ineligible for the next scheduled event based on the Original event schedule. If an event is rescheduled, the athlete will sit out the next scheduled event. If an event is cancelled and not rescheduled the athlete will be allowed to use the cancelled event as one of the events they were ineligible to compete in.										