

Orient - Macksburg
Community School District
Student Handbook
2023-2024

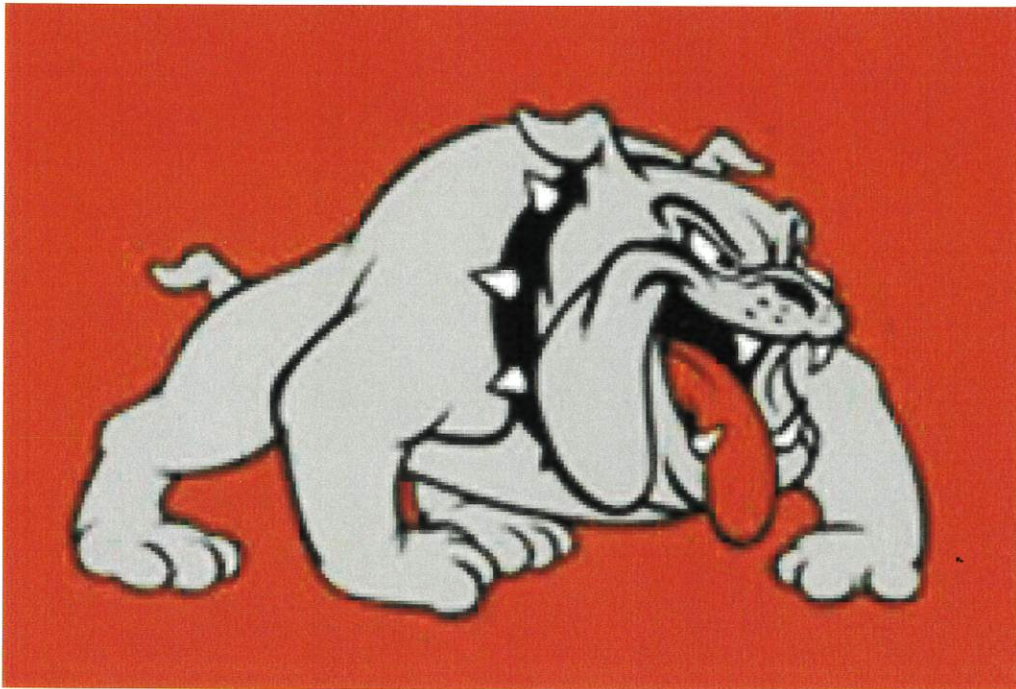


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Mission Statement

The mission of the Orient-Macksburg Community School District is to foster the intellectual, social, and personal development of its students. Our goal is to prepare students to be positive contributors to their communities and responsible citizens.

District Goals

The District Will:

- Align instruction with Iowa Core Curriculum and Standards
- Differentiate and personalize instruction to better meet student's needs.
- Incorporate 21st Century skills to develop productive citizens
- Foster interpersonal relationships, self-esteem, and resiliency

Student Learning Goals

The Students Will:

- Master Iowa Core Curriculum
- Communicate Effectively
- Think creatively for self-expression and problem solving
- Become healthy individuals; socially, emotionally, and physically

School Fight Song

On You Bulldogs

(to the tune of the Wisconsin Fight Song)

On you Bulldogs, On you Bulldogs, with your heart and soul.

“Forward” in your driving spirit, vic-to-ry your goal.

On you Bulldogs, On you Bulldogs, fight on for your fame.

Fight, Bulldogs, FIGHT, FIGHT, FIGHT, we'll win this game.

Uh Rah! Uh Rah! Who's the BEST

O-M Bulldogs! YES! YES! YES!

On you Bulldogs, On you Bulldogs, loyal voices ring.

Let us hear your fighting spirit, stand you Bulldogs sing.

On you Bulldogs, On you Bulldogs, fight on for your fame.

Fight, Bulldogs, FIGHT, FIGHT, FIGHT, we'll win this game.

2023-2024 Orient-Macksburg Master Calendar

	M	T	W	TH	F	
August						
Summary of Calendar	14	15	16	17	18	Aug. 16 New Teacher PD
Total Days 179	21	22	23	24	25	Aug. 17, 21 & 22 Staff Inservice
Total Hours 1092	28	29	30	31		Aug. 23 First Day of School
September						
					1	Sept. 4 Labor Day (No School)
	4	5	6	7	8	
Calendar Legend	11	12	13	14	15	
Full Day PD - No School	18	19	20	21	22	
P/T Conferences	25	26	27	28	29	
End of Term	October					
Start of Term	2	3	4	5	6	Oct. 20 End 1st Qtr. (42 days/255 hrs.)
No School/Vacation/Holiday	9	10	11	12	13	Oct. 26 P-T Conf. 1:00 to 9:00 p.m. 4 h. Early Out
Early Outs	16	17	18	19	20	Oct. 27 - No School P-T Conference
	23	24	25	26	27	
Every Wednesday will be a 2 hour early out for staff development.	30	31				
November						
			1	2	3	Nov. 22-24 Thanksgiving Holiday (No School)
Make up days will be added to the end of the school year.	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
HOLIDAYS	27	28	29	30		
Labor Day	December					
Thanksgiving					1	Dec. 22-Jan. 3 Winter Break (No School)
Christmas Day	4	5	6	7	8	
New Year's Day	11	12	13	14	15	
Memorial Day	18	19	20	21	22	
	25	26	27	28	29	
January						
Days in Classroom: 177	1	2	3	4	5	Jan. 12 End 1st Sem.
Conferences: 2	8	9	10	11	12	Jan. 15 MLK Day (No School) / Professional Development
Professional Development:	15	16	17	18	19	Jan. 16 Begin 2nd Semester
Paid Holidays: 5	22	23	24	25	26	
Teacher Contract Days: 190	29	30	31			
February						
				1	2	Feb. 19 President's Day (No School) / Professional Development
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29		
March						
					1	Mar. 14 P-T Conf. 1:00 to 9:00 p.m. 4 h. Early Out
	4	5	6	7	8	Mar. 15 - No School P-T Conference
	11	12	13	14	15	Mar. 15 End 3rd Qtr. (43 days/___hrs.)
	18	19	20	21	22	Mar. 18-20 Spring Break (no school)
	25	26	27	28	29	Mar. 29 No School - Good Friday
April						
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				
May						
			1	2	3	May 17 Seniors Last Day
	6	7	8	9	10	May 19 Graduation 1:00 p.m.
	13	14	15	16	17	May 24 End 2nd Semester - 2 hour early out - Last Day of School
	20	21	22	23	24	May 27 Memorial Day
	27	28	29	30	31	May 28 Teacher last day/ Professional Development

O-M Bell Schedules 2023-2024

High School / Middle School Schedules

(80 Minute Classes)

Block 1 / 5 = 8:15-9:35

Block 2 / 6 = 9:40-11:00

Block 3 / 7 = 11:05-12:55

K-2 Lunch 11:40-12:00

3-6 Lunch 12:05-12:25

MS/HS Lunch = 12:35-12:55

Flex = 1:00-1:50

Block 4 / 8 = 1:55-3:15

1:15 Dismissal (64 Minute Classes)

Block 1 / 5 = 8:15-9:19

Block 2 / 6 = 9:23-10:27

Block 3 / 7 = 10:31-11:35

Block 4 / 8 = 11:39-1:15

3-6 Lunch 11:40-12:00

K-2 Lunch 12:00-12:20

MS/HS Lunch 12:55-1:15

10:15 Late Start (60 Minute Classes)

Block 1 / 5 = 10:15-11:15

Block 2 / 6 = 11:19-1:07

K-2 Lunch 11:54-12:14

3-6 Lunch 12:19-12:39

MS/HS Lunch 12:47-1:07

Block 3 / 7 = 1:11-2:11

Block 4 / 8 = 2:15-3:15

11:15 Dismissal (42 Minute Classes)

Block 1 / 5 = 8:15-8:57

Block 2 / 6 = 9:01-9:43

Block 3 / 7 = 9:47-10:29

Block 4 / 8 = 10:33-11:15

*USED ON OCT. 26 & MARCH 14

12:00 Dismissal (53 Minute Classes)

Block 1 / 5 = 8:15-9:08

Block 2 / 6 = 9:12-10:05

Block 3 / 7 = 10:09-11:02

Block 4 / 8 = 11:06-12:00

2:15 Dismissal (78 Minute Classes)

Flex = 8:15-8:35

Block 1 / 5 = 8:39-9:57

Block 2 / 6 = 10:01-11:19

Block 3 / 7 = 11:23-12:53

K-2 Lunch = 10:55-11:15

3-6 Lunch = 12-12:20

MS/HS Lunch = 12:30-12:53

Block 4 / 8 = 12:57-2:15

11:15 Dismissal (42 Minute Classes)

Block 1 / 5 = 8:15-8:57

Block 2 / 6 = 9:01-9:43

Block 3 / 7 = 9:47-10:29

Block 4 / 8 = 10:33-11:15

*USED ON OCT. 27

12:00 Dismissal (53 Minute Classes)

Block 1 / 5 = 8:15-9:08

Block 2 / 6 = 9:12-10:05

Block 3 / 7 = 10:09-11:0

Block 4 / 8 = 11:06-12:00

*USED ON MARCH 16

2:15 Dismissal (78 Minute Classes)

Flex = 8:15-8:35

Block 1 / 5 = 8:39-9:57

Block 2 / 6 = 10:01-11:19

Block 3 / 7 = 11:23-12:53

K-2 Lunch = 10:55-11:15

1st HS Lunch = 11:23-11:43

3-6 Lunch = 12-12:20

2nd MS/HS Lunch = 12:30-12:53

Block 4 / 8 = 12:57-2:15

Shuttle Times

High School / Middle School Schedules (80 Minute Classes)

7:55am = Leave for 1st / 5th block - OM to NV

9:20am = Leave for 2nd / 6th block - OM to NV

9:40am = Leave for 2nd / 6th block - NV to OM

10:45am = Leave for 3rd / 7th block - OM to NV

11:05pm = Leave for 3rd / 7th block - NV to OM

1:00pm = Leave for 4th / 8th block - NV to OM

1:35pm = Leave for 4th / 8th block - OM to NV

3:00pm = Leave end of day - NV to OM

1:15 Dismissal (60 Minute Classes)

7:55am = Leave for 1st / 5th block - OM to NV

9:00am = Leave for 2nd / 6th block - OM to NV

9:21am = Leave for 2nd / 6th block - NV to OM

10:10am = Leave for 3rd / 7th block - OM to NV

10:30pm = Leave for 3rd / 7th block - NV to OM

11:20am = Leave for 4th / 8th block - OM to NV

11:37am = Leave for 4th / 8th block - NV to OM

1:00pm = Leave end of day - NV to OM

10:15 Late Start (60 Minute Classes)

9:55am = Leave for 1st / 5th block - OM to NV

11:00am = Leave for 2nd / 6th block - OM to NV

11:20am = Leave for 2nd / 6th block - NV to OM

12:50pm = Leave for 3rd / 7th block - OM to NV

1:12pm = Leave for 3rd / 7th block - NV to OM

1:55pm = Leave for 4th / 8th block - OM to NV

2:15pm = Leave for 4th / 8th block - NV to OM

3:00pm = Leave end of day - NV to OM

School Colors

Red & White

Mascot

Bulldog

Board of Directors

President.....	Roger Wolfe
Vice President.....	Jana Scott
Members.....	Alex Maeder
	Casey Osborne
	Andrew Zelleweger

Orient-Macksburg Administration, Faculty, & Staff

Interim Superintendent.....	Beau Jacobsen
Principal.....	Daniel Grandfield
Athletic Director.....	David Hartman
Professional School Counselor (Grades 7-12).....	Rachel Campbell
Professional School Counselor (PK-6).....	Michael Nardini
Instructional Coach/Behavior Interventionist.....	Samantha Thompson
Superintendent Administrative Assistant/Building Secretary.....	Stephanie Fluckey
Nurse.....	Tracey Gray
Technology.....	Joel Klobnak
Kitchen.....	Sarah Mathiews
Custodians.....	Doug Thatcher
	Paula Halterman
Business Manager & Accounting Managers.....	Alisha Geidel
	Jodi Stroud
Pre-Kindergarten.....	Shelley Bakerink
Kindergarten.....	Renee Sammons
Grade 1.....	Donna Blair
Grade 2.....	Jenny Wood
Grade 3.....	Robbie Tanner
Grade 4.....	Michelle Pellman
Grade 5/6.....	Samantha Thompson
Mathematics.....	Connie Terry
Social Studies.....	David Hartman
English / Language Arts.....	Kendra Breitsprecher

EQUAL EDUCATION OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

NOTICE OF DISCRIMINATION

It is the policy of the Orient-Macksburg Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy, please contact the district's equity coordinator: Principal Daniel Grandfield, Orient-Macksburg Community School District, PO Box 129, 201 School Street, Orient, IA 50858. Phone #641-337-5061. Email: dan.grandfield@o-mschools.org. This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

MULTICULTURAL GENDER FAIR POLICY

It is also the policy of the Orient-Macksburg School that the curriculum content and instructional materials reflect the cultural and racial diversity present in the United States. The curriculum should foster a respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual citizen of our country. The Multicultural-Gender Fair compliance officer for O-M is the superintendent.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

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

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

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary means include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Principal's office for information about the current enforcement of the policies, rules, or regulations of the school district.

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school-facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

HOMELESS CHILDREN AND YOUTH

Students who experience homelessness must have access to educational services for which they are eligible, including Special Education programs, English Language Learners programs, Gifted

and Talented Programs, Voc./Tech. Programs, and School Nutrition Programs. For more information on the rights of and services available to children and youth experiencing homelessness, please contact: Mrs. Rachel Campbell, rachel.campbell@o-mschools.org.

SCHOOL FEES AND FINES

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. Students may also be charged fees for certain items, such as textbook rental.

Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent Administrative Secretary, Stephanie Fluckey, during registration for a waiver form. This waiver does not carry over from year to year and must be completed annually. Fees are as follows:

	Fee
Activity Pass - Student	\$30
-Adults	\$65
-Senior Citizens	\$50
High School Events - Adults	\$5
-Students	\$5
Middle School Events - Adults	\$3
-Students	\$3
Breakfast Fees - Adults	\$2.50
-Students	\$2.00, Reduced cost \$.30
Lunch Fees - Adults	\$4.84
-Students	\$2.50, Reduced cost \$.40
A La Carte	\$.45-\$1.75, depending what student chooses
Milk - Adults and Students	\$.50

BREAKFAST AND LUNCH PROGRAM

A monthly menu will be given to each family in the school’s newsletter or made available on our school website. Please encourage your child to try different foods. Children in grades K-2 who drink afternoon milk must pay for this. If your child brings a cold lunch, he/she needs to bring money if they want milk. Pop is not allowed in the lunchroom. If you have a child on any type of special diet, please send a note from your physician with instructions.

Orient-Macksburg school operates a breakfast and lunch program. Students may either bring their own lunch (no pop) to school or purchase a lunch. Milk and juice are also available for purchase. Breakfast will be served from 7:45-8:05 a.m. Students need to keep their lunch accounts current. Students will be notified when their account is below \$10. Students are responsible for additional purchases such as milk, juice, or second entrees. Students with negative balances may not be served breakfast or lunch.

Breakfast and lunch money can be paid online at omschools.org under the Parents/Students tab, under PaySchool. The system is programmed for the charges on all categories of students and adult meals, milk, and A La Carte. Your account will be credited for the money you bring in. Students with overdue accounts may not be offered the exact meal shown on the menu. Extra items will not be allowed if a student has charged more than two lunches.

FREE AND REDUCED LUNCH

To apply for free and reduced meals, an application must be filled out, signed, and returned to the superintendent's office for approval. Applications are taken year-round. This program does not include the afternoon milk for elementary students.

EMERGENCY FORMS

At the beginning of each school year, during registration, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

LEGAL STATUS OF STUDENTS

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

If at any time during the school year a student moves to a new address, they will notify the office. This also applies to a change in the telephone number where a student or their parents

or guardian may be reached.

VISITORS

Parents are encouraged to visit school. The teacher's class or classes that you would like to visit will be notified in advance so that arrangements may be made for your visit. We ask that all visitors please check in to the main office, receive a visitor's pass, and sign in. This will assist us in assuring the safety of our students and staff. Unauthorized guests may be asked to leave or return to the main office.

Appointments are encouraged when needing to discuss academic progress or other concerns. Students may not bring visitors to school without prior approval from an administrator. The building administrator may refuse visitors based on circumstances or discretionary judgment. According to FERPA, minor students may not receive visitors at school without proper permission from a parent/guardian.

NOTICE OF GENERAL EDUCATION INTERVENTIONS

As part of its general education programming, Orient-Macksburg provides "general education interventions" to any and all students who require them. These interventions are provided in an attempt to assist your child in being as successful as possible in school. Professionals from Green Hills Area Education Agency who serve our district assist in developing and implementing these interventions. These professionals work collaboratively with your child's teacher to resolve difficulties your child is experiencing.

AEA

Orient-Macksburg Community School District strives to make every student's educational experience a successful one. To ensure success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavior difficulties in a systematic fashion in a student's regular classroom.

Teachers, sometimes working with a team of teachers from their building, develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child. At times, we enlist the support of professional staff from Area Education Agency to assist in developing these accommodations and modifications.

Professional staff from AEA consists of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, School Psychologists and Behavioral/Academic Support Specialists. If involved, staff from AEA may assist through their work with our team of teachers in a particular building,

through observations of a child in the child's classroom, and through review of a student's educational record.

Prior to any direct involvement (i.e., talking with a student) of the AEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement, direct or indirect, AEA staff members are to keep the length of their involvement brief (i.e., through indirect contact on no more than two occasions for a particular child).

TITLE I AND EDUCATIONAL SUPPORT

The school offers educational support to classroom programs through the Title I Reading and Math, special education programs, and talented and gifted programs. Parents are notified before children are enrolled in these programs. Orient-Macksburg elementary is a schoolwide Title I building that allows all students to be served through Title I.

At the district level, it is the policy of the district that parents of all participating children have the opportunity to be involved in the joint development of the district plan and in the district's review process for the purpose of school improvement. The district provides coordination, technical assistance, and other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home, school, and community by providing understandable information about standards and assessments.

Parents of participating students will have two meetings during the school year. Information will be shared at conferences, through letters, and phone calls.

STUDENT ATTENDANCE

ATTENDANCE POLICY

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Regular attendance and preparation for class help students in school as well as prepare them for future educational experiences.

Students who know they will be absent must have a parent/guardian notify the office prior to the absence with a written note or phone call. If advance notification is not possible, parent/guardian should notify the office by phone by 8:10 a.m. If notification is not received, the office will attempt to contact the parent/guardian. The absence of notification/verification will be marked as an unexcused absence.

Students who need to leave school during the school day must receive permission, sign out in the office or have their parents/guardians sign them out in the office in order to leave. Students who return to school or arrive after the school day has begun must check in with the office and sign in. Students are not released to anyone other than those listed on the registration form during the school day unless the office has a note signed by the student's parents.

Students participating in school activities must be in school by 11:00 a.m. on the day of the event/practice in order to participate. In special circumstances, the Activities Director can waive this rule.

Students are responsible for making-up school work that is missed during absences. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make-up schoolwork. Students have two school days to make-up schoolwork for each absence upon their return. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Parents making a request to pick up make-up from school should contact the school by noon to allow sufficient time for teachers to get materials collected.

TRUANCY

Truancy is the act of being absent from school or an assigned class or classes without school permission or approved reason. IOWA CODE 299.8 "TRUANT" DEFINED. Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board's or school governing body's attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant . . . NOTIFICATION OF NON ATTENDANCE BY MINOR – IOWA CODE § 321.213B Section 321.213B states that the DOT is to adopt rules for suspending the license of a "juvenile who is in violation of section 299.1B." (1) The department shall suspend the license of a person under the age of 18 upon receipt of notification from the appropriate school authority that the person does not attend school.

Excused Absences include, but are not limited to: illness, family emergency, recognized religious observances, school activities, medical appointments, transportation issues and parent requests (2 per semester). (Parents simply informing the office that the student will be not coming in or are coming later, will be considered a parent request)

Unexcused Absences include, but are not limited to: shopping, hunting, concerts, oversleeping, preparation or participation in parties or other celebrations.

Students who need to leave school during the school day must receive permission, sign out in the office or have their parents/guardians sign them out in the office in order to leave.

Students who return to school or arrive after the school day has begun must check in with the office and sign in.

Students are not released to anyone other than those listed on the registration form during the school day unless the office has a note signed by the student's parents. Students participating in school activities must be in school by 8:45 a.m. on the day of the event/practice in order to participate. In special circumstances, the Activities Director can waive this rule. Students are responsible for making-up school work that is missed during absences. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make-up schoolwork. Students have two school days to make-up schoolwork for each absence upon their return. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Parents making a request to pick up make-up from school should contact the school by noon to allow sufficient time for teachers to get materials collected.

IF AN ATTENDANCE PROBLEM OCCURS THE FOLLOWING STEPS WILL BE TAKEN: **1.** The school will attempt to notify the parents by telephone and or letter. **2.** If the attendance problem continues, a phone conference and/or meeting may be arranged with the parents. The purpose of the conference will be to develop a plan to remedy the problem, which may include a request for a note from the doctor. **3.** If the attendance problem persists, the principal may arrange a conference with the parents, and one or all of the following alternatives, but not limited to, may be utilized: make-up time missed from school, attend summer school, if available, legal authorities are notified and possibly being dropped from school for lack of attendance.

Students who know they will be absent must notify the office prior to the absence with a written note or phone call by 8:45 a.m. If notification does not occur, students must bring a note from their parents or the parents must call the school stating the reason for absenteeism within 24 hours of absence before becoming excused. Students who need to leave school during the school day must receive permission, sign out in the office or have their parents/guardians sign them out in the office in order to leave. Students who return to school or arrive after the school day has begun must check in with the office and sign in.

- All sign-outs from school are considered to be an absence.
- Students are not allowed to leave the school building to go to the car or get materials at home unless permission has been granted by the office and must sign out and in.
- Any student who leaves the school building during school hours without permission from the office is considered truant.
- School-sponsored events, including school bus delays, are not an absence.
- Students

participating in school activities must be in school by 8:40 a.m. on the day of the event/practice in order to participate. Only in special circumstances may the Activities Director waive this rule. Excused absences include, but are not limited to: Family emergency, recognized religious observance, funerals, college visit (2 per semester), and medical/dentist appointments. • All appointments must be verified with a note from the professional's office to be excused. • "Parents request" allowed 2 per semester. Parents informing the office that the student is not coming or is coming later will be considered a parent request. This includes transportation problems.

It is important to note that the determination of whether an absence is excused or unexcused is the responsibility of the school district administration. While parental knowledge is important, it does not automatically make an absence from school excused.

If the student accumulates five (5) unexcused absences in a class, he or she may be required to meet with the Student Assistance Team to develop a plan of action. This plan will be determined through collaboration of the team, student, parents, teacher and/or principal. The plan will establish a detailed schedule for recovering missed time. A plan for credit recovery will be implemented. Should the committee's plan be violated, or the student continues to be absent from class, the Adair County Attorney will be notified of possible truancy for appropriate action.

Second semester seniors who have five (5) unexcused absences in a class and have not completed the recovery plan may lose credit for those courses. Unexcused Tardies/Absences In response to the Iowa Core Curriculum 21st Century Employability Skills, it is our belief that students' abilities to be "punctual, dependable, and industrious" are vital for success in a job or classroom.

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation process. Exceptions to this policy include children who: • have completed the requirements for graduation in an accredited school or • are attending religious services or receiving religious instruction; • are attending an approved or probation ally approved private college • are attending an accredited nonpublic school; or • are receiving competent private

instruction. 11 It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. The principal or designee shall investigate the cause for a student's truancy. If the principal/designee is unable to secure the truant student's attendance, the principal/designee shall discuss the next step with the school board. If after school board action, the student is still truant, the principal/designee shall refer the matter over to the county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the supporting administrative regulation. The school will participate in mediation if requested by the county attorney. The superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney. When it is determined that a student in grades K-6 is in violation of the school district attendance policy and procedures, the principal/designee will check the Department of Human Services records to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits the principal/designee will notify DHS. DHS is then responsible for the Attendance Cooperation Process (ACP). have obtained a high school equivalency diploma; preparatory school; If the student's family is not receiving FIP benefits, the principal/designee will initiate the ACP. The parents will be contacted to participate in the ACP. The principal/designee may also invite juvenile court officers, the county attorney, other school officials and others deemed appropriate. If others are invited who don't have access to the student's records either by law or a Juvenile Justice Agency Information Sharing Agreement, parental consent is needed for them to participate in the ACP. The purpose of ACP is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the nonattendance and initiate referrals to any other services that may be necessary. The agreement is then written. The agreement is to include all terms agreed to and future responsibilities of all parties. All parties must sign the agreement and failure to sign by the parents is considered a violation of the process and initiates the next level. If the parents do not participate in the ACP, if the parties do not enter into an Attendance Cooperation Agreement (ACA) or if the parents violate a term of the agreement, the student is deemed truant. For FIP students and non-FIP students, the school district notifies the county attorney when students are truant. When a student is deemed truant, for FIP students, DHS is again notified and DHS then initiates the process whereby FIP benefits are reduced.

STUDENT ATTENDANCE POLICY (see Iowa Code 299, also Board Policy 501.03, 501.09) IOWA CODE 299.1 ATTENDANCE REQUIREMENTS. Except as provided in section 299.2, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend some public school, an accredited nonpublic school, or competent

private instruction in accordance with the provisions of chapter 299A, during a school year, as defined under section 279.10. The board of directors of a public school district or the governing body of an accredited nonpublic school shall set the number of days of required attendance for the schools under its control. The board of directors of a public or the governing body of an accredited nonpublic school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.

LEAVING SCHOOL DURING THE DAY WITHOUT PRIOR NOTIFICATION

- 1st Offense.....Warning
- 2nd Offense and Subsequent Offenses.....1/2 Day In-School Suspension

TARDIES

All students should be on time to class. Instruction time is wasted each time a student is late.

- 1st tardy = Warning
- 2nd tardy = Warning
- 3rd and subsequent tardies = 30-minute detention (to be served with the teacher)

Teachers must take attendance each period and must mark tardies and absences. The Building Secretary will mark tardies, excused and unexcused absences as soon as possible on JMC.

MAKE-UP WORK

If a student is absent, it is the responsibility of the student to request and complete missed assignments. Parents may call and request homework for a sick child. The student will receive 1 day for each day ill to complete the work. If a student knows they are going to be absent for any reason, they must notify their teachers to discuss what they will miss and when the assignment is due. Failure to make that contact may result in a zero for any work that was missed. It is the responsibility of the student to make that contact.

OPEN CAMPUS

Starting the first day of school, Seniors may leave school grounds during their free blocks and/or lunch period. Parents must sign a permission form for students to be allowed open campus. The students grades are expected to be a C-and above; **if grades are below a C-, students will lose their open campus privileges for the next 10 school days (unless the grade goes back to at least a C- anytime within the 10 days), and they will stay at school to complete their work.**

Seniors are allowed to transport other Seniors (as noted by parent/guardian on their open campus form) while using open campus privileges. **If a Senior violates the open campus agreement, they will lose their open campus privileges for the next 20 school days.**

INCLEMENT WEATHER

When school is canceled because of inclement weather, students and parents are notified over the radio and television stations. The following stations are notified:

Radio = KSIB 1520 AM 101.3 FM

Television = KCCI Channel 8 WHO Channel 13

STUDENT ACHIEVEMENT

GRADUATION REQUIREMENTS

Everyone is required to carry eight classes per semester, unless granted permission from the principal. Seniors, if they are on track with credits and have spoken to the school counselor, may qualify for a free period once a semester, not to exceed two periods within a school year.

Graduation requirements are 53 credits and a senior exit interview.

- English / Language Arts = 8 credits
- Science = 6 credits
- Mathematics = 6 credits
- Social Studies = 6 credits
- Physical Education = 4 credits
- Financial Literacy = 1 credit
- Electives = 22 credits
- Each student is required to pass a CPR class prior to Graduation

GRADING SCALE

A+	98% - 100%	C+	78% - 79%
A	92% - 97%	C	72% - 77%
A-	90% - 91%	C-	70% - 71%
B+	88% - 89%	D+	68% - 69%
B	82% - 87%	D	62% - 67%
B-	80% - 81%	D-	60% - 61%
		F	0 - 59%

GRADE REPORTS

Grades can be seen on JMC at any time and can be accessed with your password. If you need assistance in logging into JMC, please call the school office.

Grades are updated every Monday by 8am from the previous week's work. Report cards will be sent out at the end of each quarter.

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district, and to comply with state laws.

Orient-Macksburg provides these tests:

- ISASP
- Xello 4-year Planning
- FASTBridge
- Benchmark Assessments
- AIMS Web Plus Assessment

HIGH SCHOOL ADDING / DROPPING COURSES

- Class schedule changes must be approved by the professional school counselor.
- A student will have three days to potentially change class schedules at the start of each semester. This does not guarantee the request will be granted.

- After the first three days have passed, it must be approved by the principal to change courses and give reasons for the request of change.

HOMEWORK AND TESTS

Homework will be assigned for two reasons. The first reason is for practice to enhance previous learning. The second reason is for enrichment such as interviews, research, or gathering materials needed for class projects. This allows for more teacher-student interaction during the day and the opportunity for concepts to be reinforced later to increase student understanding. The assigned homework will teach responsibility and foster study skills, both of which are important to student success.

Teachers are expected to give tests throughout the semester to fit the curriculum standards and benchmarks. There will also be an end of the semester test, which accounts for $\frac{1}{5}$ of the students grade.

CHEATING / PLAGIARISM

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, using electronic devices to cheat, plagiarizing or similar cheating is not tolerated. Students will be required to complete alternate schoolwork or complete the assigned schoolwork for full credit or possibly receive no credit.

LATE WORK POLICY

Students are expected to turn assignments in on time for their classes. If work is not turned in on time, it is considered late. It is up to the classroom teacher as to how late assignments will be graded.

GRADE POINT AVERAGE (GPA)

All courses giving grades will be used to compute a student's grade point average. All courses taken as post-secondary, AP courses, or at any post-secondary institution or online will be counted in the student's grade point average. The following scale is used to determine grade point averages:

A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
C+	2.30	D-	0.70
		F	0.00

HONOR ROLL

The honor roll will be computed at the end of each quarter for both middle school and high school students. If students earn a GPA between 3.0 - 4.0, they will earn honor roll status. The "A" honor roll means GPA of 3.67 - 4.0. "B" honor roll means GPA of 3.0 - 3.66.

ACADEMIC LETTERS

The purpose of academic letters is to reward students who perform and display academic excellence and achievement throughout their high school career. A student must be enrolled in 16 academic classes per year and have a GPA of 3.5 or higher to be eligible. Once a letter has been earned, subsequent years will follow the same qualifications. Each student who earns this award will get a certificate as well.

VALEDICTORIAN AND SALUTATORIAN

These two awards are given to those students who have the highest-class rank at the end of the eighth semester. A contender for these honors must have enrolled at Orient-Macksburg no later than the beginning of the junior year.

To be eligible for these awards, a student must maintain a full class load their senior year or 8 classes per semester. If a student chooses to be part time, they will forfeit their eligibility for these awards.

HONOR CORDS

Students who wear gold cords represent the top 10% of his/her class. Students wearing silver cords represent the top 20% of his/her class.

EARLY GRADUATION

Students may graduate early if:

- All state and local course requirements are met by the end of first semester senior year.
- A formal application has been completed and signed by the student, parent/guardians, school counselor, and principal. This must be returned to the office by September 30th of the student's senior year.
- Early graduation requests are always pending the approval of the school board.

The following policies apply to students who choose early graduation:

- No student will be permitted to participate in any co-curricular or extracurricular activity following the completion of graduation requirements. An early graduate may attend prom.
- Participation in graduation exercises is allowed and encouraged.
- Students who do not wish to attend formal graduation exercises may receive their diplomas from the high school principal at the end of the second semester of the regular academic school year.
- Whether graduating early or at the end of the regular year, all seniors will be ranked together in determining class rank.

POST-SECONDARY ENROLLMENT

Second semester sophomores, juniors and seniors are able to take vocational-technical training classes and postsecondary classes. It is recommended that sophomores and juniors only take one college class to start with, gaining permission to take two courses thereafter from the professional school counselor and principal. Seniors may take two courses per semester; if they wish to take more courses, permission needs to be obtained from the principal.

Students taking post-secondary courses must adhere to the following:

- Cumulative GPA of 3.00 or higher is recommended to enroll in online dual credit or career academy classes.
- Cumulative GPA of 2.50 or higher is recommended to enroll in an automotive or construction academy class.
- Students in online and career academics are required to achieve at least a GPA of 2.00 grade in that class. Students below that in any class will not be allowed to resume online classes for a period of one semester.

- Final grades will be part of the student's grade point average.
- Students who take a class on the college campus will be required to return to Orient-Macksburg high school in a timely manner so as to not be tardy to class.

EDGENUITY - ONLINE COURSES

Students in grades 9-12 may take online courses under certain circumstances. This will be determined on a case-by-case basis, but cannot replace courses currently offered on campus or at Nodaway Valley. Online courses must be approved by the professional school counselor and principal. All online courses will count towards the students grade point average.

COMMENCEMENT CEREMONY SPEAKERS

The selection of graduation speakers will follow this format:

1. Seniors may volunteer to speak at the ceremony.
2. Senior class may request a specific speaker.
3. If there are no volunteers, the principal may ask someone to speak.

STUDENT ACTIVITIES

ASSEMBLIES

Throughout the year, the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies will report to a designated area during assemblies.

FIELD TRIPS

In certain classes, field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the district. If a field trip is required for a course, students are expected to attend the entire field trip. Students will be expected to ride the bus to and from the field trip. Absences in other classes or school activities due to attendance on field trips are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with utmost respect and courtesy.

Prior to attending a field trip, students may be asked to return a permission slip, signed by the student's parents/guardians.

SCHOOL SPONSORED STUDENT ORGANIZATIONS

School sponsored student organizations are those, which are recognized by the school district and board. Participation in school sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violation of an individual coach or sponsor's rules as well as for violation of school district policies, rules or regulations.

STUDENT FUNDS AND FUNDRAISING

Students may raise funds for school activities upon approval of the administration. Fundraising by students for events other than school sponsored events is not allowed. All funds raised will remain in the control of the school district and board. School sponsored student organizations must have the approval of the administration prior to spending the money raised. Violations of this rule may result in future fundraising activities being denied.

NATIONAL HONOR SOCIETY

To be eligible for membership in the National Honor Society, the candidate must be a member of the sophomore, junior, or senior class. Candidates must have been in attendance at the school the equivalent of one semester. Candidates must have a cumulative GPA of at least 3.1 on a 4.0 scale at the end of first semester classes. Each candidate must submit a Student Activity Information Form to the NHS sponsor. From here, candidates will be evaluated on the basis of scholarship, service, leadership, and character by each teacher.

DANCES

The group or organization sponsoring the dance will be responsible for setting up and cleaning up afterwards and placing all furniture back to its proper location.

High School Dances - For the social functions that are held outside of the regular school day during the year, students may invite a guest who is not a member of the high school, provided that the name of the guest is submitted at least 3 days in advance and accepted by the sponsors in advance of the event; they must be signed up as guests in the office. The guest's name, grade in school, age, and address must be made available to the administration and activity sponsors for their approval. No one over the age of 20 at the time of the dance will be allowed as a guest. Normal school policies and regulations will be followed regarding alcohol, tobacco, vandalism, and drugs.

The following regulations will apply:

Homecoming Dance - This dance is open for grades 8-12. Students may leave the dance at any time. However, when they leave the building, they must leave the school grounds at once and will not be allowed to return to the dance. The doors will be locked a half hour after the dance has started.

Prom - This dance is open for grades 11-12. Freshman and sophomores are only allowed to attend prom as a date to an upperclassmen. All dates must be in ninth grade or older. Students may leave the dance at any time. However, when they leave the building, they must leave the school grounds at once and will not be allowed to return to the dance. The doors will be locked a half hour after the dance has started.

Middle School Dances - This dance is open for all O-M middle school students. Students may leave the dance at any time. However, when they leave the building, they must leave the school grounds at once and will not be allowed to return to the dance. The doors will be locked a half hour after the dance has started.

CLASSROOM PARTIES

At different times during the school year, there will be class celebrations and parties. Students may also wish to celebrate their birthdays with their classmates. Parents should contact the teacher and make arrangements. Please be aware that Orient-Macksburg has a Wellness Policy and the school would like to encourage parents to provide healthy snacks at classroom parties and birthday parties.

SENIOR CLASS TRIP

The Orient-Macksburg Board of Education will permit a trip by the senior class with the following stipulations:

1. The trip shall not involve more than 12 hours of total driving time to and from the destination.
2. Class members agree by majority vote on the location and date of trip.
3. Seniors must have accumulated 1500 points to qualify for the Senior Trip.
4. Seniors school attendance cannot have more than 8 unexcused absences, and no more than 5 tardies (up to the day of the trip) in order to go on the trip.
5. The trip will be made on a weekend in either April or May, with the possibility of including a Friday or a Monday but not both.

6. Cost, list of chaperones, and itinerary will be submitted to the Board on or before the regular April board meeting for approval.
7. A class member not attending will not be given a refund or receive any compensation.
8. Grades will be checked 2 weeks prior to the trip. Senior will have 1 week to bring failing grade up to passing. Grades will be checked again at 1 week prior to the trip, and any Senior with a failing grade at that time, will not go on the trip.
9. The administration reserves the right to bar any student from making the trip because of poor conduct or evidence of lack of responsibility.
10. Any of the following forms of conduct during the trip may result in the barring of students taking part in the commencement ceremony (the ceremony is a privilege):
 - a. Failure to obey a chaperone
 - b. Evidence of use or possession of alcohol, drugs, tobacco, electronic devices
 - c. Breaking any civil or criminal laws
 - d. Leaving designated area of trip
 - e. If any rules are broken during the trip, parents will be called and asked to come pick up their child(ren).

WEIGHT ROOM DURING NON-SCHOOL HOURS

For those who have a community pass, the weight room is open 24-7. For students under 16 years old, they must be under the supervision of a coach, faculty member, or parent who has a community pass in order to work out during non-school hours.

DEFINITION AND ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Extracurricular activities are defined as those in which students grades 6-12, and graduated seniors who may participate under the official sponsorship of Orient-Macksburg Community School District.

GOOD CONDUCT POLICY

Students who participate in extracurricular activities serve as ambassadors of Orient-Macksburg Community School throughout the calendar year, whether at school or away from school. Therefore, students who exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from conduct that is illegal, or highly inappropriate. Participation in extracurricular activities is a privilege, conditioned upon meeting the eligibility requirements established by the board, administration, and individual coaches and sponsors. To retain eligibility for participation in extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Any student, whose habit and conduct in and out of school, during both the school year

and during the summer, are not consistent with the ideals, principles, and standards of the school district, shall be declared ineligible.

Students who have been reported in violation of the good conduct policy must have been reported by teachers, coaches, administrators, law enforcement officials, or by self-admission. The principal will determine whether the student has committed a violation after investigation. Once the determination is made that a student has violated the good conduct policy, the principal will inform the student and his/her parents of the penalty.

Violations may include, but are not limited to:

- Sell, manufacture, or distribute illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia
- Possess, use, or threaten to use any weapon
- Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia
- Possess, use, or be under the influence of alcoholic beverages
- Assault or physically abuse any person at school or during school activities
- Attend a function or party where illegal drugs are being used or where alcohol is being used illegally by minors. Use, possession, or transmitting tobacco; meaning smoking, chewing, dipping, or any other use of tobacco products, include electronic smoking devices.
- Damage, destroy, vandalize, or steal property
- Participate in any conduct which, in Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations

Penalties may include, but are not limited to:

First Offense :The student is ineligible for 20% of the remaining scheduled competitions, contests or performances.

Second Offense: The student is ineligible for 50% of the remaining scheduled competitions, contests, or performances.

Third Offense: The Student is ineligible for 1 calendar year from participation in all school sponsored extracurricular activities.

Honesty Policy: The student may have his penalty reduced by 10 percent if he/she voluntarily reports the violation to the activities director, or building principal prior to his initial good conduct hearing with the activities director.

Community Service: The student may have his/her penalty reduced by an additional 10 percent by performing 10 hours of approved community service. The community service must be completed prior to returning to competition.

Felony Consequences

First Offense - student will forfeit participation in all activities for one calendar year.

Second Offense - student will forfeit participation in all activities for the remainder of his/her high school career.

Buyback Option

If a violating student remains without an infraction for one calendar year, the student “buys back” one step on their offense ladder.

Due Process

Initial rulings of all good conduct policy violations will be administered by the activities director. Students and parents will be notified in writing of the disciplinary action taken and have a right to appeal the decision to the building principal. The request for an appeal hearing with the principal should be made within 5 days of the initial ruling. The Principal will schedule a hearing and rule on the appeal within 48 hours from the completion of the appeal being heard. A final appeal may be made to the school board at the next regularly scheduled meeting. The student will remain ineligible while any appeal is pending. The appeal will be in writing and will specify the reasons for the appeal and all supporting information and facts. The Decision of the board will be final. Any student in violation of the good conduct policy will be provided with appropriate resources as needed.

ACADEMIC ELIGIBILITY

To be eligible for extracurricular activities, students participating must:

- Be enrolled or dual-enrolled in school
- Have earned passing grades in all classes the previous semester
- Have earned passing grades in all classes in the current semester

If a student fails a class at semester, that student will be ineligible in the current or next sport for a period of thirty calendar days. This period of ineligibility will follow the student for one year. (Example: A student fails a class at the end of semester one. This student does not go out for any activities until volleyball the next fall. The period of ineligibility would begin in the fall.

EQUIPMENT AND UNIFORMS

School owned equipment and uniforms are the student's responsibility while these items are in your possession. Keep them locked up at all times. Equipment and uniforms will be turned in at the end of the season. Students are responsible for replacing items that are lost or damaged. The student will be responsible for replacement cost or maintenance of lost or damaged uniform pieces.

MEDIA CENTER / LIBRARY

During the school day, these are the expectations of the library:

- All students will study, read, or work on the computers quietly
- All material, including magazines, will be checked out through the main desk
- Return all materials to their proper locations
- Students must sign on and off the computers. Time limits may be imposed
- No food or pop is allowed in the library
- Students who cannot behave will be removed from the library

The Orient-Macksburg library is open to the community during the following days and times:

Summer = 9-Noon or 3-6:00 pm

September - May = 3-6:00 pm ; and One Saturday per month

STUDENT CONDUCT AND BEHAVIORS

PHILOSOPHY

Students are expected to conduct themselves properly at all times. Students are reminded they must adhere to a code of behavior not only for their benefit, but for the benefit of others as well. Proper behavior involves not only appropriate overt actions, but a cooperative and enthusiastic attitude also.

Decisions and actions result in consequences. Positive consequences follow good decisions and actions. Negative consequences are the rewards of poor decisions and actions. One of the most important lessons that students must learn is to accept responsibility for the decisions they make and the behavior they choose to enact and to accept the consequences, good or bad.

BEHAVIORAL OFFENSES

Behavioral offenses may include, but are not limited to:

- Disruption and interference with the learning environment and/or school operations
- Damage, destruction, or theft of property - students and parents are responsible for all damages
- Fighting or inflicting physical harm
- Use of or possession of dangerous weapons, contraband, or controlled substances
- Cheating and plagiarism
- Harassment, intimidations, or threatening of other students or staff, physically or verbally; bullying of others
- Insubordination
- Swearing, use of profane language, or obscene noises or gestures
- Disrespect to staff

DISCIPLINARY CONSEQUENCES

The ladder of discipline is as follows:

1. Reprimand
2. Parent conference
3. Detention
4. In-school Suspension
5. Out-of-School Suspension
6. Recommendation for Expulsion to the School Board

Notices will be given to parents for all detentions and suspensions.

DETENTION

Detention means the students' presence is required during flex or non-school hours for disciplinary purposes. This may include, but not be limited to: sleeping in class, being removed from class, bus/shuttle bus problems, inappropriate language, vaping/substance use on school grounds, etc...

- 1st time = Verbal warning
- 2nd time = 30-minute detention during flex
- 3rd & subsequent times = 60-minute detention after school

HARASSMENT / BULLYING

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

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 identity, 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
- 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

If a student believes they have been harassed or bullied:

1. The student should communicate to the harasser/bully that the student expects the behavior to stop.
2. The student should notify a teacher, counselor, or the principal about the incident.
3. If the harassment does not stop, the student needs to inform the principal. The principal will require the student to fill out a form documenting the incident.
4. The principal will meet with the offending student and parents. The principal will inform the student of these consequences if the harassment does not cease. Superintendent will be informed.
5. If the harassment continues, action will be taken by the administration. These actions may include suspension or expulsion.

THREATS OF VIOLENCE AND FIGHTING

All threats of violence, whether online, oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats are promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaged in threatening behavior will face disciplinary consequences up to and including expulsion.

The principal will discipline students involved in fights in school or while attending any school activity. The discipline may involve suspension from school and activities until it is evident that those involved will be able to attend school and school activities without fighting. Law enforcement officers may be contacted and a report filed when necessary.

The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence and/or fighting: the background of the student, including any history of violence or prior threatening behaviors; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his/her parents in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

ALCOHOL, TOBACCO, AND ILLEGAL SUBSTANCES

Students found using, in possession of, or under the influence of alcohol and/or illegal substances will be subject to the following measures:

- 1st Offense = 1 day suspension
- 2nd Offense = 3 day suspension
- 3rd Offense = 5 day suspension
- 4th & Subsequent Offenses = Administrative recommendation to the school board.

Law enforcement may be contacted for any offense.

WEAPONS

Weapons, dangerous objects, or look-alike weapons are banned from school property. School personnel will confiscate all items. Confiscation of a weapon, dangerous object, or look-alike weapon may be reported to law enforcement officials and the student will be subject to disciplinary action, including suspension or expulsion.

SUSPENSION

Flagrant and chronic misbehavior must receive more serious disciplinary intervention. This intervention may be a suspension. Suspension from a particular class, co-curricular / extra-curricular activity, or school may only be made by the principal. However, recommendations of other school personnel will be strongly considered. The student's

parents/legal guardians will be informed of the decision to suspend as soon as possible. This will normally be by telephone, followed by a letter.

IN-SCHOOL SUSPENSION (ISS) OR OUT-OF-SCHOOL SUSPENSION (OSS)

Suspensions also include elimination from after school activities and practices for the duration of the suspension period. If the principal deems that the misbehavior is sufficiently serious, he/she may request the superintendent to extend the suspension up to ten days in length. If a student is assigned to an in school or out of school suspension, that student is ineligible to participate in any extracurricular event or practice. If it is an out of school suspension, the student is not allowed in the building to attend events or practices during the suspension period. Suspensions will be logged as excused absences.

EXPULSIONS

Whenever the superintendent, upon consultation with the principal, deems the presence of a student behavior that is detrimental to the best interest of the schools, he/she may temporarily dismiss the student and recommend to the Board of Education that the student be expelled from school. Final determination by the Board of Education will be considered only after a thorough investigation, which observes procedural due process.

DUE PROCESS PROCEDURES

1. The superintendent or principal may temporarily suspend, for up to ten days any student for violation of the regulations and rules and discipline policies of the school district.
2. Prior to suspension, a hearing shall be held with the student at which the student is given oral or written notice of what he/she is accused of doing. An explanation of the evidence shall be given. It may be advisable to have the person who observed the misconduct present when this accusation and explanation is given.
3. The student shall be given an opportunity during the hearing to present his/her side of the accusation if the student denies the charge.
4. The hearing may be held immediately following the notification of alleged misconduct.
5. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In the case of immediate removal from school, the necessary notice and hearing shall be followed as soon as practicable.

6. Immediately following the suspension of a student, his/her parents shall be notified in writing that the suspension has occurred and the reason(s) therefore. A copy of the written notification shall be sent to the superintendent.
7. Whenever a student is recommended for expulsion, the student shall be provided with a hearing before the Board. The hearing shall be held on a date not later than ten school days subsequent to the date of suspension. The parents and/or student shall be provided with notification of the time and location of the hearing.
8. All relevant evidence shall be presented at the hearing by both the student or his/her counsel and the administration of their counsel. The Orient-Macksburg Board of Directors shall consider all relevant evidence introduced at the hearing.
9. Within three days after the hearing, the Orient-Macksburg Board of Directors shall consider the relevant evidence and determine such disciplinary action, as it deems appropriate.
10. The Orient-Macksburg Board of Directors shall properly notify the student, as well as the administration, concerning the Board's findings of fact and determination.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student have violated or is violating the law or school district policy, rules, or regulations affecting school order.

A student's body and/or personal effects may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searched will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body and personal belongings, is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be

conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the school parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

STUDENT LOCKERS AND DESKS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair the damage done to a student's locker and desk are charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. For this reason, they are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk, or other space. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk, or other space may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches must be conducted in the presence of the student in question and another adult witness.

USE OF DOGS TO SEARCH SCHOOL PROPERTY

The Orient-Macksburg Board of Education recognizes that learning can best occur in a safe and secure educational environment. In order to promote such an environment, the Board supports reasonable procedures that ensure that the district's schools and activities are free of tobacco products, alcohol and other illegal or harmful drugs or substances/devices. The superintendent of schools may authorize, as part of an overall effort to maintain safe schools, the periodic use of dogs to alert staff to the presence of substances prohibited by law or Board policy.

The use of dogs is subject to the following:

1. The superintendent or designee shall authorize the search and the principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified in writing of this policy at the beginning of each school year, through its inclusion in the student and/or parents handbook and/or on the district's/school's website.
3. All school properties such as lockers, classrooms, parking areas, and storage areas may be searched.
 - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
 - b. When used for demonstration purposes, the dog may not sniff the person or any individual.
 - c. The dogs may sniff the air around lockers, desks, book bags, or vehicles on district property or at district sponsored events, as long as they are not allowed to sniff within close proximity of any student's person.
 - d. Individuals shall not be subject to a search by dogs. To avoid the potential of allergic reactions, dogs shall be kept away from the students.
4. Once notification has been given to parents and students, through the inclusion of the policies in the student/parent handbook and/or on the district's/school's website, the school district will have met its obligation to provide written notice of the searches. Additional notices need not be given, and actual dates or times of planned searches need not be released in advance.
5. Only properly trained dogs that are handled by the trained personnel shall be used for searched of school property.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If a dog alerts on a locker and a search is subsequently conducted by school officials, the search will be conducted in the presence of the student(s) whose locker(s) is/are being searched, or in the absence of the student(s), the search shall be conducted in the presence of at least one other person. If a dog alerts on a locked vehicle, the student who brought it onto district property shall be asked to unlock it for a search conducted per procedure outlined in the Board of Education Policy. An effort shall be made to protect the student's privacy to the greatest degree possible.
7. Law enforcement agencies will be contacted to investigate, handle and confiscate any illegal substances or materials found during the school's search and students with such substances or materials may be subject to criminal prosecution in addition to any school disciplinary action.

WATER BOTTLES

Students are permitted to have conventional water bottles with them during the academic day. However, excessively large bottles or non-conventional containers will not be allowed such as milk jugs. Plastic or non-breakable items are recommended. No other liquids, such as pop or energy drinks, are allowed.

INTERNET USE POLICY

Access to the internet and the use of school computers is a privilege, which may be revoked. School personnel have the ability to view any and all activity on the school's network. Information viewed and transmitted may not be private. Parents will need to sign a release for each student so they may have access to our network. If the administration finds inappropriate material, parents will be contacted.

The use of the network is a privilege and may be taken away for violation of board policy or regulations.

Students will adhere to the on-line protocol:

- Respect all copyright and license agreements
- Cite all quotes, references, and sources
- Remain on the system long enough to get needed information, then exit the system
- Apply the same privacy, ethical, and educational considerations utilized in other forms of communication

Student should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent
- Delete unwanted messages immediately
- Use of objectionable language is prohibited
- Always sign messages
- Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the internet, which has a cost, involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

COMPUTERS, CELL PHONES, AND ELECTRONIC DEVICES

Computers and other electronic equipment owned by the school and used by students are intended for educational purposes. Misuse of these devices may result in disciplinary action including, but not limited to: loss of privilege to use computer and electronic equipment, loss of privilege to use computer and electronic equipment outside the district, and/or loss of privilege to use certain programs on the computer and electronic equipment. In addition, students must properly care for computers and electronic equipment that are loaned to them and report any problems with the computer in a timely fashion. Failure to follow the guidelines established by the Orient-Macksburg school district as outlined in any and all technology agreements may result in disciplinary action.

Students may bring cell phones with them to school. During class, cell phones are expected to be powered off and not seen or heard. Teachers may confiscate any device that leads to disruption during class. Teachers may collect cell phones when students enter his/her classroom. Students leaving the room temporarily, such as the restroom, must leave their cell phone with the teacher. Cell phones are not allowed in locker rooms or public restrooms. Cell phones cannot be used to take a picture of another person for the purpose of ridicule or harassment. Students caught taking pictures with their cell phone in these locations will be subject to disciplinary action. This will result in confiscation of the cell phone and parent conference, detention, suspension, or expulsion. Where appropriate, law enforcement may be contacted.

Students found using cell phones in any way to send or receive personal messages, data, pictures, or information that would contribute to or constitute cheating on classwork, exams, or tests will be subject to disciplinary action. The device will be confiscated and not returned until a parent conference has been held. Students violating this rule will not be allowed to possess any type of electronic device on school property for a period of 4 weeks. Loss of credit and/or removal from the class is an option left up to the teacher and administration.

Parents are asked to not text your child during the school day, rather call the school office to leave a message for your child in case of an emergency or changed plans. The secretary will ensure the message gets to your child(ren).

Exceptions will be made for students with specific needs that require such devices per their Individualized Education Plan (IEP). The use of cell phones and electronic devices for field trips and extracurricular activities will be at the discretion of the teachers/sponsors/coaches.

DISPLAYS OF AFFECTION

It will be a violation of conduct for students to demonstrate overt displays of affection at school or school activities, whether home or away. This possibly includes prolonged embraces, kissing, fondling, holding hands, and walking arm and arm or other similar physical contact.

DRESS CODE

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. If clothing is deemed inappropriate or disruptive, the administration will expect the student to remove it. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. Reasonable levels of modesty and cleanliness are expected. Our intent for the listed guidelines below is for students to understand that school is a workplace and what may be appropriate outside the workplace is not appropriate at work.

As required by law, students must wear some kind of reasonable footwear and keep it on at all times during the school day.

P.E. students are required to dress out for class. Appropriate dress includes: t-shirt or sweatshirt, shorts or sweatpants, socks, and gym shoes. Clothing should be different from what the student is wearing to school that day.

Students are prohibited from wearing:

- Advertises or promotes in any way, items which are illegal for use by minors including, but not limited to: controlled substances, alcohol, tobacco, alternative tobacco products, cigarettes, e-cigs, marijuana, etc...
- Displays obscenity, profanity, vulgarity, immoral pictures, and/or sayings that include double or inferred meanings or derogatory racial, sexual, or ethnic remarks
- Refers to prohibited conduct or similar displays
- Sunglasses, hats/hoods, and bandanas

- Clothing that exposes a midriff or cleavage or underwear; pants lower on the waist that exposes bare skin.
- Clothes or accessories deemed to be a safety issue such as excessive baggy pants, chains, long earrings, or dog collars
- Items for purposes in a manner other than intended such as flags, blankets, banners, etc...

The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing, cover up the clothing, or parents will be notified and bring the student a change of clothes. Refusal to change or cover up the inappropriate clothing will be deemed insubordination for which the student will be disciplined.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property during and after school hours. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

STUDENT DRIVING AND SCHOOL PERMITS

To help ensure the safety of all students, the following rules for student drivers have been established:

1. Students grades 9-12 are to park ONLY in the student parking lot.
2. Once a student arrives at school, he/she is to park his/her car and leave it parked. With other students around, no unnecessary and reckless driving is needed.
3. No horseplay, yelling, playing of loud music will be tolerated while in the parking lots before or after school.
4. Observe all traffic signs
5. No parking in fire lanes

Failure to comply with these rules may result in warnings, detentions, suspensions, losing permission to drive and park on school grounds, and contacting law enforcement.

Students who have been issued a school permit are required to follow all of these rules. Students with a school permit are expected to take the most direct route to and from school while traveling from home and back. They cannot run errands, go to job sites, or transport other student passengers.

ENROLLMENT FOR KINDERGARTEN

Parents wishing to enroll their child in kindergarten must present evidence of age in the form of a birth certificate. The student must be at least five years of age on or before September 15 of the year in which they wish to enroll. Parents must provide the school with a completed health and immunization certificate.

OPEN ENROLLMENT

House File 2589, eliminates the March 1 deadline for open enrollment. This change allows parents/guardians to apply for open enrollment at any time without the need for good cause. The receiving district may deny an open enrollment request if one of the following applies:

- The application violates the district's insufficient classroom space policy,
- The district does not have the appropriate special education program,
- The application would adversely affect the district's implementation of a court-ordered desegregation plan, or
- The student has been expelled or suspended.

If a parent/guardian moves and wishes for their student to continue at the original resident district under open enrollment (often known as the "continuation rule"), requests cannot be denied due to insufficient classroom space policies.

DUAL ENROLLMENT

Home school students enrolled in classes or participating in school activities in the Orient-Macksburg school district are subject to the same policies, rules, and regulations as full-time students. Dual enrollment students interested in classes or participating in school activities should contact the principal.

TRANSFER / WITHDRAWAL / DROPOUT STUDENTS

The procedure for withdrawal or transfer is:

- Provide the principal or school counselor with authorization for a withdrawal or transfer from a parent or guardian.
- Obtain checkout forms from the office.
- Complete individual class withdrawals: return all textbooks, uniforms, and library books; pay all outstanding fees and have all teacher signatures.
- Return all completed forms to the office.

PROMOTION, RETENTION, AND ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. The retention of a student will be based on the judgment of the teacher and principal. When it becomes evident a student in grades kindergarten through eighth grade may be retained, the parents will be informed. Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level.

SHARING OF CLASSES

Orient-Macksburg students will share some academic classes with Nodaway Valley. All 9-11 students will be transported by bus or school vehicle. If other arrangements are necessary on occasion, the student and parent will need to gain approval from the principal. Parents and students will have access to the Nodaway Valley JMC program so that they can check grades. Students and parents need to contact Nodaway Valley High School for access to Nodaway Valley grades. Grades from Nodaway Valley will be transferred to Orient-Macksburg progress reports, report cards, and transcripts. Nodaway Valley instructors will be available during Parent-Teacher Conferences at the Nodaway Valley High School on their scheduled conference days. Any discipline issues will be handled at the home district.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor or principal. Official school district publications include, but are not limited to: school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to: restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is: obscene, libelous, slanderous, or encourages students to:

- Commit unlawful acts
- Violate school district policies, rules, and regulations
- Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity

- Disrupt or interfere with the education program
- Interrupt the maintenance of a disciplined atmosphere
- Infringe on the rights of others

TRANSPORTATION

SCHOOL VEHICLE / BUS RULES

All students deserve a safe vehicle/bus ride to and from school and school activities. Please understand transportation is a service the district provides for students, but it is not a right. It is a privilege. School vehicle and bus drivers, school officials, and families must maintain high levels of safety on buses.

All persons riding in a school district vehicle and/or bus will adhere to the following rules:

1. Seat belts must be worn at all times, both bus and vehicles.
2. Riders must not extend arms or heads out of the windows at any time. Keep hands, feet, and objects to yourself.
3. Aisles must be kept cleared at all times.
4. All riders will load and unload through the right front door on buses. The emergency door is for emergencies only.
5. A rider may be assigned a seat by the driver.
6. Riders are not permitted to leave their seats while the vehicle is in motion.
7. Riders will follow the instructions given by the driver or associate.
8. Feet are to be on the floor within the seats; not on the seats or aisle.
9. Students will not throw objects about in the vehicle or bus, nor through any windows.
10. No roughhousing is permitted.
11. Food and drink privileges are up to the driver's discretion.
12. The Good Conduct Rule is in effect.

Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement. Any time a student is written up by the driver, the administration will impose disciplinary action.

VIDEO CAMERAS ON BUSES

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, shuttle bus, curricular events, and extracurricular activities. The contents of the videotapes may be used as evidence in a

disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Parents may request to view segments of videotapes of their child if that segment of the videotapes is to be used in a disciplinary proceeding involving their child.

FIELD TRIPS / EXTRACURRICULAR BUS

The school district may sponsor an activity bus to transport students to school activities. Students who ride an activity bus must ride to and from the event on the bus unless prior arrangements have been made with the coach/sponsor or the student's parents personally appear and request to transport the student home. Students' parents must sign out their child with the sponsor/coach if prior arrangements have been made. Riding on the activity bus is a privilege that can be taken away. If a student is suspended from a route bus or shuttle bus, they will also be suspended from the activity bus.

STUDENT HEALTH, WELL-BEING, AND SAFETY

SCHOOL DAY

Students may be present on school grounds before 7:45am or after 3:30pm only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal. Students may not be on school grounds unless supervised by an employee or parent. Students will not be in the high school or elementary at any time before or after the school day without direct supervision. Students who violate this rule may receive disciplinary action.

COURT ORDERS

If any court orders have been issued in matters such as custody or visitation, a copy must be brought to the school. Unless a court order is on file with us, we must provide equal rights to both parents.

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Current law requires incoming kindergarten students to have an updated series of vaccines, and incoming 7th and 11th graders to have Meningococcal vaccine. Students without the proper certificate are not allowed to attend school until they receive the immunizations. Upon recommendation

of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

PHYSICAL EXAMINATIONS, PROOF OF INSURANCE, AND CONCUSSION FORM

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Parents must annually sign the acknowledgement of the concussion fact sheet and return it to the school before the student athlete can practice or compete. Both the physical and concussion forms must be renewed at least every 13 months. Failure to provide proof of a physical examination and proof of insurance makes the student ineligible. Student athletes who cannot afford the cost of the physical examination should contact their coach and administration.

EMERGENCY DRILLS

Periodically, the school holds emergency fire, tornado, and safety active shooter drills. Periodically, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 each school year. We are now required to have one active shooter drill each school year.

NURSE

Students feeling ill or having other health problems during the school day may make use of the nurse's services. If a student becomes ill during the school day, they must check with the nurse or office personnel in her absence. The nurse will give permission for you to go home if medically necessary. Students are not to call their parents to pick them up from school if they are feeling ill without first seeing the nurse. After being seen by the nurse, she will call the parent if the student needs to be sent home.

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school will notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and notify the parents where the student has been transported for treatment.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low or no cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the website at <http://www.hawk-i.org/> for more information.

ADMINISTRATION OF MEDICATION

Medication shall be administered when the student's parent/guardian either provides a signed and dated written statement requesting medication administration or signs a medication administration form provided by the school nurse indicating medications that can be given by the nurse or trained individual designated by the nurse. Any medication that is given is to be in the original, labeled container, either as dispensed by the pharmacy or in the manufacturer's container.

When administration of medication requires ongoing professional health judgment, an individual health plan shall be developed by the school nurse with the student (if able) and the student's parent. Students who have demonstrated competence in administering their own medication may self-administer medication if a written statement giving permission from the student's parent is on file. By law, students with asthma or other airway constricting diseases may self administer their medication upon approval of their parents and prescribing physicians regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course or an authorized practitioner (including parents). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file in the health office. These records will be reviewed annually by the school nurse.

A written medication administration record shall be on file including:

- Date
- Student's Name
- Prescriber or person authorizing administration
- Medication
- Medication dosage
- Administration time
- Administration method
- Signature and title of the person administering medication
- Any unusual circumstances, actions, or omissions

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication related reactions will be posted. Medication information shall be confidential information.

In the event of a field trip or school activity: A qualified designated person will accompany children who need medications on the field trip. If this is not possible the registered nurse will provide specific medication administration education to school personnel who will be on the field trip or activity.

To prepare medications for a field trip, the nurse or qualified designated personnel will place medication in a small, labeled envelope and seal it. The envelope will be labeled with the student name, teacher, classroom, medication, dosage, time to be given, identified space to document medication being given.

The person designated to administer the medication will keep the medication in a secure place. On returning to the school, the qualified designated personnel returns the signed envelope to the RN and medication is documented on medication administration form.

There may be certain medications and situations not covered in this plan. The RN will evaluate the situation and modify the plan if appropriate.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes,

the student shall not attend class or participate in school activities without their personal physician's approval, and/or public health's guidelines.

If head lice and other parasites are identified by the nurse, the parents are notified. Notes about how to treat head lice are sent to every home at the beginning of the school year and may be sent periodically during the year if needed. The school nurse will recheck students who have been identified and assist as appropriate. It is recommended that treatment is administered before returning to school.

PEDICULOSIS (HEAD LICE) MANAGEMENT

The Orient-Macksburg school system recognizes that Pediculosis is a communicable disease as defined by the Department of Health and that the school setting presents a risk of transmission of this disease. Therefore, proper and effective management of this condition in the school setting is needed.

Any students with suspected cases of head lice will be referred to the school nurse for evaluation. If any evidence of head lice is found (i.e. nits, eggs or live lice) the parent/guardian will be notified by phone call or note. Recommendations for treatment will be provided to the parent/guardian. If the student has visible live lice present or extreme itching of scalp, the nurse will, if available, use a lice comb to remove lice. The student will not be sent home or excluded from school.

Information and recommendations will be provided to the parent/guardian for treatment and prevention, including recommendation that the child be treated for head lice as soon as possible after the school notifies the parent/guardian, checking other members of the household for head lice and any additional assistance the school may be able to provide.

If parent/guardian is unable to provide treatment due to financial constraints or other issues, information for assistance will be provided as available.

Students will be discouraged from sharing hats, scarves, combs, brushes, and from any direct head to head contact with other students. To the best of the school's ability hats, coats, etc... will be placed separate from each other at school.

If hats, gloves, or other articles of clothing are borrowed from the nurse, they will be laundered prior to any other child using them.

Student confidentiality will be maintained to the best of the school's ability at all times.

Information and assistance will be available to teachers as needed, the nurse will provide educational materials to families via notes sent home, newsletter or web site as needed, targeting the winter months as the most common time for problems with head lice.

Head Lice Procedure:

1. Child is sent to nurse with live head lice observed, excessive itching of head, or at request of parent for child to be checked.
2. Nurse will check child's head, comb out live lice if they are observed; possibly use homeopathic natural ingredient Licefree spray.
3. Child return to class.
4. Parent notified via email, note (including educational information about eliminating head lice). If email not available consider phone call to leave message depending on history of lice case. If this is an ongoing problem with affected child further contact will be made with parent, possibly by member of administration.
5. Nurse rechecks child in 1-2 days, if live lice found, parent/guardian may be contacted again depending on severity of remaining infestation.
6. Child returns to class.
7. If child reports no treatment, infestation appears unaffected, or nurse deems it necessary, the parent/guardian will be notified again by note and phone call from member of administration.
8. Nurse will continue to check student 1-2 times a week until infestation appears under control.

Nurse will offer assistance, information and any other help parent or staff may need. Every effort will be made to keep confidentiality in place for the student and family, and to maintain a positive academic atmosphere for the child.

EPINEPHRINE POLICY

Orient-Macksburg schools have developed a protocol to respond to life-threatening allergic reactions (anaphylaxis). The protocol addresses both unknown history of allergic reaction and known history of allergic reaction. The school will maintain the equipment and medication necessary to apply the protocol in the school building, both while school is in session and during any school sponsored, scheduled, extracurricular activities.

The school nurse or other trained and authorized personnel may administer an epinephrine auto-injector from the school's supply to a student or other individual if they reasonably and in good faith believe the student or individual is having an anaphylactic reaction. Individuals

authorized to administer the EpiPen will complete and be current in the appropriate medication training and be signed off by the school nurse.

The EpiPen auto-injectors will be available to any individual, either with a known allergy and history of anaphylaxis, or experiencing a first-time anaphylaxis emergency.

The school nurse will obtain and keep on file a prescription for any dose of epinephrine auto-injectors that are kept on stock at the school. The prescription will be updated annually.

The epinephrine will be stored in a secure, easily accessible area for an emergency within the school building.

If stock epinephrine is utilized, the administration will be documented and reported to the state by the school nurse using the Iowa Department of Education's Report of Stock Epinephrine Administration form.

The school nurse will obtain from each student any history of severe allergic reaction and make this history available to school staff authorized to administer the auto-injector.

The steps in the attached protocols will be followed in the case of a severe allergic reaction or anaphylaxis.

EpiPen and EpiPen Jr.

EpiPens4Schools is a program sponsored by BioRidge Pharmaceuticals to provide EpiPens free to schools, providing schools with the means to treat severe allergic reactions, also known as anaphylactic reaction or anaphylaxis. The main focus is to allow schools to treat anaphylaxis in those situations in which the student is not aware of an allergy or the usual treatment is not effective for a known allergy, ie: food, bees, nuts, peanuts are common triggers.

The students with a known allergy that may require treatment have an action plan filed in my office with guidelines or treatment. If this treatment is not effective, each case will need to be evaluated separately. If the nurse is available, contact her immediately.

The EpiPens are located in the nurse's office on the wall over the counter.

The guidelines are filed in a three ring notebook on the file cabinet, labeled Emergency Action Plans.

General Guidelines:

Known allergy =

1. Evaluate symptoms, check for action plans. In most cases Benadryl can be given. Always notify parents, even if the symptoms seem minor.
2. Monitor in the nurse's office for at least 20-30 minutes depending on severity of reaction and symptoms. If symptoms appear to worsen, the child may need further treatment, such as an EpiPen. If an EpiPen is used, call 911. See attached guidelines.

Unknown allergy =

1. Evaluate symptoms, see attached guidelines.
2. If the situation is considered severe according to attached guidelines, there is any trouble breathing, administer EpiPen as directed, call 911, and call parents.

Emergency Management Guidelines for Individuals With An UNKNOWN History of Anaphylaxis or Severe Allergic Reactions

Students or staff with an unknown history of allergies may experience anaphylaxis or severe allergic reactions in school or at school-sponsored events. Anaphylaxis is a medical emergency that requires immediate medical attention and can be fatal if not reversed within seconds or minutes of coming in contact with an allergen, such as an insect sting or bite, food, nuts, latex, medications or other allergens. Anaphylaxis may also be idiopathic (no known cause) or exercise-induced. The symptoms normally appear within one to fifteen minutes and progress rapidly. However, in some cases the symptoms may be delayed up to one hour of coming into contact with the allergen and has been known to occur up to several hours later.

The treatment for anaphylaxis is epinephrine injection. Each individual with a known history of anaphylaxis or severe allergies should have a child specific emergency action plan and an individual auto-injector epinephrine available at school.

Purpose

To provide guidelines for school staff to manage individuals with an unknown history of anaphylaxis or severe allergic reactions who experience anaphylaxis or severe allergic reactions in school or at school-sponsored events. These guidelines provide a basis for the development of policies and procedures related to the emergency care of these individuals.

Signs and Symptoms Related to Anaphylaxis May Include:

***It is important to note that not ALL signs and symptoms may be present in anaphylaxis**

- Uneasiness and agitation
- Facial flushing

- Rapid pulse, palpitations, thready or unobtainable pulse
- Generalized itching, tingling, rash
- Swelling of face, lips, tongue, eyelids
- Blue or gray color around the lips or nail beds
- Dizziness
- Throbbing in ears
- Difficulty breathing, coughing, wheezing
- Nausea, vomiting
- Fall in blood pressure
- Fainting, unresponsive

Management of Anaphylaxis or Severe Allergic Reactions

Epinephrine injection is the treatment for anaphylaxis. It is given into a muscle, usually the thigh. Auto injector epinephrine or EpiPen does not require use of a syringe or dosage measurement. The following steps should be taken in response to anaphylaxis or severe allergic reaction.

- Rapidly assess airway, breathing, and circulation (ABCs)
- If reaction does not affect breathing, heart, or lung or consciousness and individual is responsive, give Benadryl in following doses:
 - Under 66 lbs.: 10 ml (25 mg)
 - Over 66 lbs.: 20 ml (50 mg)
- There are no absolute contraindications to the use of epinephrine in a life-threatening situation.
- Monitor airway, breathing and circulation, continue with necessary care as needed. (CPR, epinephrine)

*If any throat, heart, lung, or nervous system symptoms are present or develop, administer epinephrine immediately.

Directions for Use of Auto-Injector Epinephrine

1. Pull off the safety cap.
2. Do not touch the tip of the auto-injector.
3. Place black tip on the outside of mid-thigh at right angle, may be given through clothing.
4. Press firmly into the thigh until the auto-injector mechanism functions, hold in place for 10 seconds.
5. Remove injector and discard in a biohazard container.
6. Massage injected area for 10 seconds.

7. Give nothing by mouth.
8. Call 911 after giving epinephrine and notify the dispatcher that an anaphylactic reaction has occurred.
9. Anyone receiving epinephrine must be transported to a hospital by paramedics to continue medical care.
10. If symptoms persist over 10 minutes after initial dose, give an addition injection at following doses:
 - a. 33-66 lbs.: auto injector (EpiPen Jr.)
 - b. Over 66 lbs.: auto injector (EpiPen)
11. Place student in recovery (side-lying position). Elevate legs. Loosen restrictive clothing, make student comfortable, assist to keep calm.
12. Stay with student, observe and record pulse, respiration, blood pressure, or signs of circulation, skin color, and mental status every 5 minutes until EMS arrives.
13. Complete documentation of the incident, including time of incident, time medications were given, suspected cause, EMS notification time, parent notification time, vital signs, interventions, any pertinent information.
14. Send documentation with EMS, to hospital and maintain a copy of documentation for health record or employee file.

After an individual has been identified as having anaphylaxis or severe allergic reactions:

1. A written emergency plan will be written for that student/employee.

Protocol for Treatment of KNOWN Allergy / Anaphylaxis

Goal: To effectively manage the health and safety needs of children with history of allergic reaction or anaphylactic reaction to allergen.

Definitions

Allergen: Substance that can cause allergic reaction.

Allergic Reaction: Reaction to an allergen. Common signs and symptoms, including one or more of the following: hives, tingling around the mouth, abdominal pain, vomiting and/or diarrhea, facial swelling, throat itching, cough or wheeze, difficulty swallowing or breathing, loss of consciousness or collapse, stopping breathing.

Anaphylaxis or Anaphylactic Reaction: Potentially life threatening medical condition occurring in allergic individuals after exposure to an allergen and affecting multiple body systems, particularly breathing and circulation. It is important to note that not ALL signs and symptoms

need to be present to consider anaphylaxis. Signs and symptoms may include: uneasiness, agitation; facial flushing, rapid pulse, thready or absent pulse; itching, tingling, rash; swelling on face, lips, tongue, dizziness; nausea or vomiting; difficulty breathing, coughing, wheezing; fainting, unresponsive; fall in blood pressure. Symptoms normally appear within one to 15 minutes and progress rapidly. However, in some cases the symptoms may be delayed up to one hour of coming into contact with the allergen and have been known to occur up to several hours later.

Intolerance: Often confused with allergy, intolerance is a reproducible reaction to a substance that is not due to the immune system (i.e.: lactose intolerance).

Parents/Guardians:

- Are asked to complete or review and update health history for each student at the beginning of the year, in particular any allergies the student may have.
- Provide information about allergy, such as symptoms, triggers, treatment.
- Provide proper paperwork and information in relation to food allergies.
- Give signed permission for treatment of choice (i.e.: antihistamine, epipen, etc...).
- Keep school nurse up to date on any changes in allergy or treatment.
- Educate student as appropriate for their age level about their allergy.

School Nurse:

- Reviews student health records, making sure records are updated/completed.
- Inform appropriate staff confidentiality of students with allergies and treatment recommended, where written emergency plans and medications are located.
- Obtain medication permission authorization forms.
- Develop Emergency Plan, update annually, containing allergy, symptom, and treatment information.
- Ensure that the staff interacting with student are trained in epipen administration and related protocols.
- Plan and prepare for field trips.
- Communicate with parents regularly.

School Staff:

- Review student health list to be aware of allergies and potential problems.
- Act immediately if an allergic reaction is suspected.
- Do not leave student with suspected allergy alone.
- Collaborate with school nurse before field trips or special events.

- Familiarize themselves with student treatment plan.

NALOXONE / NARCAN ADMINISTRATION FOR OPIOID OVERDOSE

Purpose: Opioid overdose occurs when the amount of opioid in the body is so great the individual becomes unresponsive to stimuli and breathing becomes inadequate. Lack of oxygen affects vital organs, including the heart and brain, leading to unconsciousness, coma, and eventually death.

Naloxone/Narcan is indicated for the reversal of opioid overdose in the presence of respiratory depression or unresponsiveness.

Medication Information:

- Naloxone Hydrochloride and Intranasal Mucosal Atomization Device OR
- Narcan Nasal Spray one piece pre-assembled nasal device

Guidelines: The nurse and trained staff may administer Naloxone to a person in the event of respiratory depression, unresponsiveness, or respiratory or cardiac arrest when an overdose from opioid is suspected of a student, staff member, or visitor.

Body System	Signs & Symptoms of an Opioid Overdose
Mouth / Throat	Loud, uneven snoring or gurgling noises (death rattle) or wheezing
Lungs	Shallow, slow breaths (fewer than 10 per minute) or not breathing at all
Skin	Pale, blue or gray, clammy
Heart	Slow or erratic pulse (heartbeat) Blue or gray lips or fingertips (from lack of oxygen)
Mental	Unresponsive to stimuli, such as noise or sternal rub, unconsciousness
Other	Constricted (pinpoint) pupils Very limp body Pupils normal if stimulant is present

Contradictions: Diabetic ketoacidosis, electrolyte imbalance, hypothermia, allergy to any ingredient in naloxone

Procedure:

1. Attempt to rouse and stimulate the student/patient
 - a. Perform sternal rub by making a fist; rub knuckles firmly up and down the breastbone.
2. Assessment: ABC's: Airway, Breathing, Circulation
 - a. For pulseless individuals, initiate CPR per BCLS guidelines.
 - b. For apnea with pulse: establish airway and begin rescue breathing
 - c. Level of consciousness
 - i. The staff determines that the person presents with a decrease in level of consciousness as evidenced by:
 1. Difficult to arouse (responds to physical stimuli but does not communicate or follow commands, may move spontaneously)
 2. Unable to arouse (minimal or no response to noxious stimuli, does not communicate or follow commands)
 - d. Respiratory Status
 - i. The staff determines that the person presents with a depression of respiratory status as evidenced by:
 1. Decrease in respiration rate
 2. If available, interpretation of pulse oximetry measurement
 3. Staff determines need for Naloxone administration
3. Administration: Intranasal Administration of Naloxone/Narcan
 - a. Assess person for contraindications or precautions to Naloxone/Narcan, per available information
 - i. Exclusion criteria also includes nasal trauma epistaxis (bleeding from the nose)
4. Activate EMS / Call 911
 - a. Staff or designee will call 911 to activate emergency medical service response

Naloxone

Important: In an emergency, if you do not have the atomizer, you can squirt the Naloxone into the person's nose as directed without the atomizer.

Steps:

1. Remove yellow caps from needleless syringe

2. Attach the nasal atomizer (applicator) onto the top of the needleless syringe
3. Remove purple cap from prefilled vial of naloxone
4. Thread vial into needleless syringe by gently twisting naloxone until you feel it "catch"
 - a. DO NOT push vial into syringe
5. Tilt the person's head back and spray half of naloxone up one nostril and the other half of naloxone up the other nostril

Narcan

Steps:

1. Peel back the package to remove the device
2. Hold the device with your thumb on the bottom of the plunger and two fingers on the nozzle
3. Place and hold the tip of the nozzle in either nostril until your fingers touch the bottom of the patient's nose
4. Tilt head back
5. Press the plunger firmly to release the dose into the patient's nose
6. Continue rescue breathing or BCLS as needed
7. Notify parent/guardian and school administrator
8. If no response to first dose/vial of Narcan, a second dose/vial may be administered after 3-5 minutes
9. Stay with person until medical help arrives
 - a. Notify EMS of Naloxone administration
10. Transport to nearest hospital via EMS

Storage: Store at 59-86°F, away from direct sunlight

Possible Side Effects: Acute opioid withdrawal symptoms: change in mood, increased sweating, nervousness, agitation, restlessness, tremor, hyperventilation, nausea, vomiting, diarrhea, abdominal cramping, muscle or bone pain, tearing of eyes, craving of opioid, dizziness, fast heartbeat, headache, flushing, or sudden chest pain.

Allergic Reaction: rash, hives, itching, swelling of face, lips, or tongue

Documentation: Record encounter in student's school health record and on incident report for student, employee, or visitor, as applicable. Documentation must include patient presentation, route (intranasal), and dose that was administered as well as the patient's response to the Naloxone administration.

MANDATORY CHILD ABUSE REPORTERS

All Orient-Macksburg employees have current training in mandatory child abuse reporting. In accordance with state law, reports of child abuse by school employees should be reported to the professional school counselor.

HEALTH SCREENINGS

Throughout the year, the school district sponsored health screenings for vision, dental, and hearing. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The school encourages students to see their dentist and eye doctor routinely as well. The grade levels included in the screenings are determined annually and follow state requirements/laws. Upon a teacher's recommendation and/or a parent request, students not scheduled for screening may also be screened.

PHYSICAL RESTRAINTS

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force not designated or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain a student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a child is restrained or confined and detained, the school must maintain documentation and provide notice to the child's parent.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a

weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to: sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

MISCELLANEOUS

SHUTTLE BUS

The shuttle bus that runs between Orient and Nodaway Valley with high school students will not transport students who are not scheduled to transport for classes. The district must make sure that the shuttle bus is not full beyond the point of being safe for students. All students riding the shuttle bus are expected to follow the bus rules and expectations. If rules and expectations are broken, there will be disciplinary action taken.

Exceptions for students riding the shuttle bus will be made for school-sponsored activities, on a case-by-case basis.

BICYCLES

Students are encouraged to respect each other's bikes; however, the school cannot be responsible for stolen or "borrowed" bicycles. Racks for all grades are available on school grounds. Students are encouraged to lock their bikes, along with wearing helmets and following safety laws. Bikes, rollerblades, or skateboards are not to be ridden on school property without permission.

RECESS

Playground rules will be covered by all classroom teachers. Students are to avoid bringing potentially dangerous items to school for use on the playground. No student is allowed to leave the designated playground area for any reason without permission from the supervising teachers. During periods of severe cold or inclement weather, all students may be kept inside during recess. Students should have the necessary clothing for the current weather conditions, including coats, hats, gloves, and snow pants, depending what season it is.

PERSONAL PLAY EQUIPMENT

The school provides ample play equipment. If an item is considered inappropriate, the item will be taken to the office and the student may take it home at the end of the day. The school is not responsible for any item brought to school by a student.

PETS OR ANIMALS

Permission must be obtained from the principal before animals visit the school. Safety of the children must be observed. An adult must escort the animal at all times.

STUDENT PHOTOGRAPHS

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families. Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

FREE BLOCKS and FLEX/INTERVENTION PERIOD

Students who have Flex/Intervention Block or seniors with a free block will adhere to the following rules:

- Every student is expected to remain in their assigned room during flex/Intervention. Students are not to be wandering around the school.
- Students are expected to come prepared with work to be productive; if students do not have classwork or homework, they need to find something else quiet to do, such as reading a book, board games, and drawing pictures. Laptops are not to be used for games until classwork or homework is completed. Sleeping or laying all over the floor is not permitted.
- Students will not be allowed to go to their lockers during flex or free blocks without supervision permission.
- Flex and free blocks are places to study and work, not socialize. The room is expected to remain at a low, quiet volume.
- Students may assist others with practice homework, with permission only, as long as the room remains quiet and conducive to learning.
- Every student is expected to be respectful of the learning environment and comply with all verbal instructions by the supervisors.

LUNCH RULES

The following basic set of rules is designed to guide student conduct during the lunch period. Food and/or beverages are not to be taken into classrooms during the academic day unless permitted by the classroom teacher. This may not apply to any student who has a noted medical condition requiring such.

- No class is to be dismissed before the assigned lunch dismissal bell unless approved by the principal.
- Students must remain in the lunchroom for the duration of the lunch period, unless permission has been granted. Students are not to be wandering around the school building.
- Students will not be allowed to go to their lockers during lunch period without lunchroom supervisor permission. Bags are expected to be put against the wall.
- Excessive noise or horseplay will not be tolerated.
- Sack lunches are permissible.
- Students may not use other student's lunch accounts for lunch. Borrowing off of other lunch accounts is prohibited.
- Students will be called by class to come line up for the lunch line.

- Any plates or utensils will not be allowed to leave the lunchroom.
- Laptops/chrome books are not to be opened while students are eating. It is fine after the student has cleared their space from eating.
- Only healthy, smart snacks are allowed in the lunchroom. There will be no extra food allowed at lunch, unless you bring your own lunch. For example: a student can not bring in a bag of chips and purchase a school lunch.
- The only drink allowed in the lunchroom water. No starbucks, pop, gatorade, teas, or anything with high sodium or sugar is allowed.

WELLNESS POLICY

The Orient-Macksburg school has a district wide policy. All students will abide by these guidelines. The wellness policy can be found at omschools.org.

CLOSING STATEMENT

This student/parent handbook covers a wide variety of regulations and procedures for the Orient-Macksburg Community School District. It is not, however, all-inclusive. Circumstances may arise where the development and publication of the regulations and procedures are necessary. If so, such regulations and procedures will be disseminated to students and parents in a timely and appropriate manner. The administration has the final say on all decisions pertaining to this handbook and exceptions may be made, which may not follow the handbook as written.